



Burdette Realty Improvement

HVAC Service Technician

Location: Charleston

Job Type: Full-Time

Experience Level: Mid- to Senior-Level (Preferred)

Position Overview

We are looking for a skilled, dependable, and customer-focused **HVAC Service Technician** to join our growing team. In this role, you will be the face of our company on the front lines—troubleshooting, repairing, maintaining, and installing residential and light commercial heating and cooling systems. If you take pride in high-quality craftsmanship, possess strong problem-solving skills, and thrive in an independent, fast-paced environment, we want to hear from you.

Key Responsibilities

- **Diagnose & Repair:** Troubleshoot, diagnose, and repair malfunctions in various HVAC systems (heat pumps, furnaces, AC units, and ductless mini-splits).
- **Maintenance:** Perform routine preventative maintenance and tune-ups to ensure peak system efficiency and longevity.
- **Customer Service:** Communicate clearly with property owners and managers, explaining technical issues, providing honest recommendations, and presenting fair pricing options.
- **Documentation:** Maintain accurate, digital records of parts used, work performed, and equipment conditions.
- **Safety & Compliance:** Adhere to all local building codes, safety regulations, and environmental laws regarding refrigerant handling.

Qualifications & Skills

- **Experience:** 5+ years of hands-on HVAC service and troubleshooting experience.
- **Technical Skills:** Strong understanding of electrical schematics, mechanical components, air flow, and refrigeration cycles.
- **Requirements:**
 - Valid driver's license with a clean driving record.
 - Ability to lift heavy equipment, climb ladders, and work in tight spaces (crawl spaces/attics).
 - Excellent time-management and self-direction.

What We Offer

- **Compensation:** Competitive hourly pay.
- **Benefits:** Paid time off (PTO), holiday pay, and dental/vision insurance options.
- **Equipment:** Company service vehicle, major specialized tools, and company uniform provided.
- **Culture:** A supportive, straightforward work environment where your independence is respected and excellent work is rewarded.

How to Apply

Send your resume and a brief summary of your experience to **Scott@briwv.com** or call **304.776.5656** to schedule an interview



**RESIDENTIAL PAINTERS
CREW LEADS / WORKING FOREMEN
PREP & FINISHING SPECIALISTS**

We are growing and we're looking for motivated professionals who take pride in their craft. This is the opportunity to join a family-run company that values quality, communication and a premium client experience. Serving Kanawha & Putnam communities.

Benefits:

- Competitive pay
- Consistent year-round work
- Professional, respectful work environment
- Opportunities for growth with a fast-scaling company

Requirements:

- Strong work ethic
- Reliable and detail-oriented
- Pride in craftsmanship
- Team-focused
- Client-focused
- MUST PASS BACKGROUND CHECK & DRUG TESTING

Respond: 304.634.5800

Message us on Facebook

Visit <https://CoopersPandR.com/careers/>



CLEANING TECHNICIAN

Join our team as a Cleaning Technician! Whether you have experience in house/commercial cleaning or are new to the field, we provide training to help you succeed. Enjoy flexible hours, weekly pay, and a great team atmosphere. Apply now to start making homes shine!

- Starting Pay: \$14 hourly
- Job Location: Charleston, WV US

- Job Type: Full-time (20-40 hours weekly)

Perks and Benefits:

- Can earn between \$500-\$700 per week.
- Reimbursement for using your vehicle for business purposes.
- Direct deposit for easy and convenient payroll.
- Flexible Schedules: Weekdays, hours ranging from 8 AM to 5 PM with opportunity for work on weekends.
- Comprehensive Training Program: No prior experience? No problem!

Responsibilities:

- Provide high-quality residential & commercial cleaning services, ensuring client satisfaction through attention to detail.
- Use your personal vehicle to travel between client locations.
- Perform tasks such as dusting, vacuuming, floor care, and window cleaning.
- Follow the business schedule via mobile phone app to ensure timely service.
- Work efficiently as part of a team while adhering to environmentally friendly cleaning guidelines and products.

Requirements:

- Must have a valid driver's license.
- Must use your vehicle for business purposes.
- Must have a mobile phone for accessing the business schedule.
- Ability to pass a criminal background check.
- Must accept direct deposit for payroll.
- Strong attention to detail and willingness to follow instructions in various cleaning jobs.

RESPOND: Text 304.762.6009

**REMODELING STAFF****Position Summary:**

MAJO is looking for motivated, skilled individuals to join our remodeling team. The ideal candidate has experience in general construction or home renovation and takes pride in producing quality work. This role involves hands-on tasks in residential remodeling, working closely with project managers and other team members to bring homes back to life efficiently and effectively.

Responsibilities:

- Assist in various aspects of home remodeling, including framing, drywall, flooring, trim, painting, and finish work
- Follow direction from project managers to complete tasks safely and on schedule
- Maintain job site organization, cleanliness, and safety standards
- Operate basic tools and equipment properly
- Work collaboratively as part of a team to ensure projects meet MAJO's high standards of quality.

Qualifications:

- Experience in general construction or residential remodeling preferred
- Strong work ethic and attention to detail
- Willingness to learn and take direction
- Reliable transportation and communication
- Ability to work well within a team and maintain a positive attitude

RESPOND: Madison Lester . . . *madison@majobuyshouses.com*



KITCHEN DESIGNER (experience with 2020 or a similar CAD program preferred)

FLOORING INSTALLERS

CABINET INSTALLERS

FLOORING SALES ASSOCIATE

OUTSIDE SALES ASSOCIATE

- Health benefits, including vision and dental
- 401(k)
- Competitive pay
- Opportunities for growth and advancement
- A supportive, local and family-owned company culture.

Tim Hogans Design Gallery is hiring for multiple positions. Join one of the fastest growing design and flooring teams in the Kanawha Valley with opportunities for growth and advancement.

At Tim Hogans Design Gallery, you'll work alongside a dedicated team helping homeowners and businesses bring their dream spaces to life.

RESPOND: Resume to *Brad.Johnson@TimHogansWV.com*



OFFICE ADMINISTRATOR / ADMINISTRATIVE ASSISTANT

Position Summary:

Position plays a key role in supporting daily business operations, client interactions, and auction processes. This position requires strong organizational skills, attention to detail, and the ability to manage multiple responsibilities while maintaining a professional and welcoming office environment.

Key Responsibilities:

- Answer and route incoming calls to ensure timely response and reduce client frustration.
- Greet and assist walk-in visitors; coordinate client and vendor pickups.
- Maintain and monitor office supplies and promotional items to prevent over-ordering or shortages.
- Serve as a closing coordinator for real estate transactions.
- Organize and prioritize incoming auction signage by region and posting schedule.
- Upload personal property photos to support the field team.
- Learn cashiering and clerking functions to assist with live auctions as needed.
- Act as a reliable point of contact for internal transfers (e.g., checks, documents).
- Attend scheduled meetings as required.
- Schedule and manage appointments on agents' calendars.
- Coordinate truck maintenance appointments and track service schedules.
- Manage accounts for EZPass
- Maintain a clean, organized, and welcoming reception area.
- Ensure confidentiality of sensitive information at all times.
- Communicate effectively with staff and management to support overall office operations.
- Preview/Pickup packets
- Perform additional duties as assigned by the supervisor.

Qualifications:

- Strong communication and interpersonal skills.
- Highly organized with excellent time management abilities.
- Ability to handle confidential information with discretion.
- Proficiency with office software and scheduling tools (preferred).
- Willingness to learn and assist across multiple areas of the business.

RESPOND: Taylor Ramsey, Licensed Real Estate Agent

Joe R. Pyle Complete Auction & Realty Service

304.552.5201



FRAMING CARPENTER and HELPERS

- \$18 - \$30 per hour, based on experience
- Paid vacation
- Paid holidays
- Year-Round Work

RESPOND: 304.533.48811
