



IMMEDIATE OPENING

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for a temporary assignment for a client located in the Mesa, AZ.

Administrative Support Assistant I

JOB DESCRIPTION: Performs responsible journey-level work involving a variety of administrative support tasks which require independent judgment on routine matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Typical tasks include:
 - Answering phones
 - Accepting deliveries
 - Providing internal customer service to department
- Using word processing software to produce documents; composing correspondence; proofreading and editing documents
- Other duties as assigned

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:

- High school diploma or GED
- Minimum 3 to 5 years' experience performing progressively responsible office duties
- Minimum typing speed of 45 net wpm
- Experience operating a PC using word processing, spreadsheets, etc.
- Previous city government experience preferred
- Good work ethic, ability to work as a team, and excellent communication skills both written and verbal with ability to understand and follow instructions both verbal and written.

Any job offer is contingent upon the successful completion of pre-employment drug screen, criminal background check, fingerprinting, employment verifications and reference checks. All qualified candidates for this position must be eligible to work in the United States.

HOURS: Mon-Thu – 7 a.m. to 6 p.m. (40 hrs. per week)

PAY RATE: \$15.62/hr.

TERM: Temporary Assignment (approx. 6-month assignment)

Qualified applicants can email their resumes to email@chrc4work.com.

