



IMMEDIATE OPENING

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

Administrative Support Assistant I – Community Services (10 Positions Available)

JOB DESCRIPTION: You will provide assistance to residents offering COUNTY CARES – EFPP (Eviction/Foreclosure Prevention Program).

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Heavy phone handling with incoming and outgoing calls to residents.
- Assist and service residents compassionately with their needs providing information and answers.
- Provide residents with application and assist with completion.
- Perform various administrative duties including maintaining database information and producing and processing paperwork.
- Provide administrative support to program and stay current with program changes.
- Other duties as assigned

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:

- High school diploma or GED
- Must have phone experience and excellent communication and listening abilities, phone etiquette, recordkeeping and customer service.
- 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 independently and as a team, excellent communication skills both written and verbal with ability to understand and follow instructions both verbal and written.

Any job offer may be 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: 7 a.m. to 6 p.m., Monday - Thursday (40 hrs. per week)

PAY RATE: \$20.00/hr.

TERM: Temporary Assignment (approx. 6 months)

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

