



IMMEDIATE OPENING

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for “**LONG TERM CAREER**” for a great company located in East Mesa, AZ

JOB DESCRIPTION: This is a fast-paced job with daily deadlines that must be met, time management skills are **very important**. The successful candidate will be a fast learner, be organized with an ability to follow instructions and be able to thrive in an environment where no two days are ever alike. (*COVID cautious environment.)

Administrative Assistant

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Be the ‘face of the company’ receiving and greeting visitors, vendors, and over the phone contact.
- Answer online messages (superior writing ability is essential).
- Perform Customer Service functions: order processing, handling customers returns, shipping claims and carriers.
- Assist with regularly scheduled reports and special projects as assigned.
- Provide general office assistance – file paperwork and maintain organized folders, scan, and organize receipts.
- Order office supplies and warehouse supplies, update mailing lists and phone book as needed.
- Receive and sort mail daily, make copies and scans as needed.
- Keep office neat and tidy.
- Other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:

- High school diploma or GED.
- Administrative experience of 1-2 years.
- Must have excellent computer skills able to perform basic functions on a PC (Windows computer): Create new folders, save and find documents, Quick keys (Example: Ctrl + C)
- Must have recent computer experience using Microsoft Office products, Word, Outlook, Excel, and Google Suites. (All candidates will be required to take an online assessment).
- Must have ability to work well in a team setting and with little to no supervision.
- Strong organizational and problem-solving skills
- Ability to follow instructions, pay attention to detail, and meet deadlines.
- Must be able to work in a fast-paced environment.
- Familiarity with online marketplaces such as Amazon, Walmart, eBay is a plus.
- Must be adaptable, dependable, cheerful, and courteous with excellent customer service.

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

HOURS: 7:15 a.m. to 4:00 p.m. Monday – Friday (Extended OT hours may be available)

PAY RATE: \$16.00 per hour + \$125 Weekly Safety Bonus

BENEFITS: Medical, Dental, Vision, Life Insurance, additional benefits effective upon direct hire with client: Paid Vacation, 401k (Company match up to 5%), Profit Sharing (Time requirement applies)

TERM: **Long Term** - After 3 months of employment, eligible for full time position with client

Qualified applicants, please forward resume for immediate review to email@chrc4work.com.

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