



IMMEDIATE OPENING

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

Office Assistant II

JOB DESCRIPTION: Is an intermediate-level clerical position that has responsibility for average to difficult assignments requiring general clerical skills in a variety of work situations and limited interpretation of departmental rules, regulations and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Will cover the front desk and assist customers
- Answer phones, log information, and mail distribution
- Enter information onto spreadsheets
- Prepare correspondence
- Additional duties may include proofreading, editing, and reproducing documents using copy equipment or other reproduction techniques.
- Other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:

- High school diploma or GED is required.
- Good 1-3 years clerical experience including typing/keying
- Must be proficient in Word, Excel and Outlook
- Must have excellent customer service skills to include dealing with the public
- Must be high energy with ability to work with a wide variety of personalities

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

HOURS/SHIFT: Mon-Thurs. 7:00am to 6:00pm – 40 hours per week

PAY RATE: \$12.92/hr.

TERM: Temporary Assignment – 6 months

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

