



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 work involving a variety of administrative support tasks. Word processing, testing, public contact and related activities in support of department.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

Data entry into hiring system, assist with administrative tasks within the Unit.

Additional duties may include:

- Using word processing software, keys documents accurately from clear copy or rough draft including: letters, reports, statistical charts, forms, deeds, easements, contracts, questionnaires, specifications, budget and financial documents, newsletters, maintaining records to provide accurate documentation of work performed or information that can be easily retrieved
- Creating and maintaining complex filing systems or databases with a variety of subject matter to provide easy access to records and information
- Communicating information to the public to relate departmental policies and procedures using reference materials or personal knowledge
- 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, preferably in city or state government
- Minimum typing speed of 45 net wpm
- Data entry experience
- Experience operating a PC using word processing, spreadsheets, etc. required
- Good work ethic, ability to work as a team, and excellent communication skills both written and verbal with ability to understand and follow instructions.

Any job offer may be contingent upon the successful completion of criminal background check, employment verifications, reference checks, FBI fingerprinting, and pre-employment drug screen following federal guidelines. Because of the confidential, sensitive nature of information handled, successful completion of a polygraph may also be required.

HOURS: Mon, Tues, Wed, Thurs – 6:00 a.m. to 4:30 p.m.

PAY RATE: \$16.00/hr.

TERM: Temporary Assignment – approx. 6 mo.

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

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