



IMMEDIATE OPENING

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for a temporary 6-month assignment, for a client located in Mesa, AZ.

Office Assistant II

JOB DESCRIPTION: Perform intermediate-level clerical assignments working with Community Development team.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Answering phones
- Directing walk-in customers
- Data entry
- Review and manage files
- Prepare documentations and binders
- Other general office duties as assigned

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:

- High school diploma or GED is required.
- Good 1-3 years clerical experience.
- Must be proficient in Microsoft programs.
- Must have excellent customer service skills.
- Must be organized, analytical and capable of multi-tasking.
- 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 is contingent upon the successful completion of criminal background check, past employment verification, 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: Monday-Thursday, 7:00am to 6:00pm (40 hours per week)

PAY RATE: \$15.66/hr.

BENEFITS: Medical, Dental, Vision, Life, Short Term Disability

TERM: Temporary Assignment – 6 months

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

