

Office Assistant

Location: Phoenix, AZ 85013

Base Pay: Competitive Salary - Based on Experience

Schedule: FT 35- 40 hours/week

Industry: Social Work, Group Homes

Description:

We are looking for an office assistant to complete routine office activities such as filing, faxing, answering calls, doing facilities inspections, emailing correspondents, producing any necessary paper work, and scheduling appointments. Maintain client information that may contain sensitive material so background checks will be completed. As a care provider to individuals working with DCS & AZ DES so we require an individual who can conduct themselves in a professional manner.

Requirements:

- 6-12 months experience in administration or customer service
- Proficient in Microsoft Excel, Word, Outlook
- Strong communication skills
- At least High School Diploma/GED, Some College preferred
- Available between the hours of 9am-5pm Monday-Friday