

## Position Opening

ph: (480) 850-5757

<b>Position:</b>	Administrative Assistant I -II (Executive)	<b>Location:</b>	Chaparral (Scottsdale)
<b>Opening Date:</b>	Apr 26, 2022	<b>Grade:</b>	2-3
<b>Closing Date:</b>	May 6, 2022	<b>Wage:</b>	doe

### **Mission & Values**

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

### **Primary Job Function:**

Under the direct supervision of the Order Management & Administrative Director, this position is the first point of contact for customers, vendors, and visitors in the corporate office, and provides administrative support for executive management, management, sales, and other personnel. In addition to answering and directing phone calls, typing, filing, and scheduling; other duties performed are financial record keeping, coordination of meetings and conferences, obtaining supplies, direct mailings, and works on special projects. Answers non-routine correspondence and assembles highly confidential and sensitive information. Assist a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload.

**Please see below a brief summary job description.**

### **Essential Requirements:**

- Reliable and predictable attendance
- Sit for long periods of time
- Lift up to 30 pounds, bend and do repetitious motions for unpacking incoming materials

### **Knowledge, Skills and Abilities:**

High school diploma or G.E.D. equivalent preferred

- Up to two years' experience preferred
- Practice exceptional customer service, communication skills, and professionalism as first line of contact in executive office
- Excellent reading and writing skills for record keeping and documentation; with attention to detail
- Dependable, and motivated while working independently
- Proficient on a computer keyboard and able to use a ten-key calculator
- File numerically and alphabetically
- Perform math and accounting skills
- Work with a high degree of confidentiality
- Support upper level management with varied time-is-of-the essence tasks as needed
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Possess a valid Arizona driver license to obtain office supplies, etc.

### **Duties and Responsibilities:**

- Know and follow company policies and procedures including safety guidelines
- Oversee front desk, greet visitors, answer multiple phone lines directing to correct personnel/taking messages, carryout daily responsibilities, and support office staff in a professional manner
- Coordinate and set up Conference Calls, Video Conferencing, and Meetings including scheduling, refreshments, and clean up
- Prioritize work load and function under pressure when working with numerous staff and tasks
- Compose correspondence, presentations, reports, and other paperwork as needed for executives and other personnel as directed



100% AMERICAN™



SRMG / Salt River Sand & Rock  
8800 E Chaparral Rd Ste 155  
Scottsdale AZ 85250

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## Position Opening

- Handle requests for flowers, greeting cards, etc.
- Sort and deliver incoming and outgoing faxes and mail
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Organize and stock office supplies and refreshments
- Assist in the coordination of ordering and maintaining inventory for pre-printed forms, business cards, letterhead, envelopes, etc.
- Assist in coordinating maintenance, instruction, and repair of office equipment, telephones, kitchen appliances, etc.
- Maintain storage areas, files, and purging of old files
- Assist processing freight invoices, including downloading, input, and research of discrepancies
- General light cleaning and maintenance of reception area, office, kitchen, and copy room, etc.
- Perform errands including buying office supplies, post office, etc.
- Assist with direct mailings and maintain address lists
- Change computer back up tape daily
- Maintain and update, as needed, written procedures for assigned duties
- Assist/cover other Administrative Assistants as needed
- Any other assigned work incidental to this classification

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms and send to [tfarkash@srmaterials.com](mailto:tfarkash@srmaterials.com).

External Applicants-please complete an application on our website [www.srmaterials.com](http://www.srmaterials.com), email to [tfarkash@srmaterials.com](mailto:tfarkash@srmaterials.com) or fax 480-850-4317.

*Salt River Materials Group(SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.*

***Salt River Materials Group preferentially hires Native Americans.***