

## Position Opening

<b>Position:</b>	Administrative Assistant	<b>Location:</b>	Clarkdale
<b>Opening Date:</b>	June 14, 2022	<b>Grade:</b>	2
<b>Closing Date:</b>	June 24, 2022	<b>Wage:</b>	\$15.06 to \$21.50

### 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 Operations/Environmental Sr. Director, this position is the first point of contact for customers, vendors, and visitors in the Clarkdale office, and provides administrative support for management and other personnel. In addition to answering and directing phone calls, filing, and scheduling; other duties performed are processing invoices, purchase orders, obtaining supplies, mailings, and working on special projects. Answers non-routine correspondence and assembles highly confidential and sensitive information. Independent judgement is required to plan, prioritize, and organize diversified workload.

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

### Essential Requirements:

- Bend and do repetitious motions with arms and hands
- Sit for long periods of time
- Required and predictable attendance

### Knowledge, Skills and Abilities:

- High school diploma or G.E.D. equivalent required
- Up to two years experience preferred
- Practice exceptional customer service, communication skills and professionalism
- 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 area of office, greet visitors, answer phone calls directing to correct personnel/taking message, carry out daily responsibilities, and support staff in a professional manner
- Prioritize workload and function under pressure when working with numerous staff and tasks
- 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
- Maintain storage room
- Assist in the coordination of ordering and maintaining inventory for pre-printed forms, 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 with Go-Green program to include fuel efficient vehicles and light bulb reimbursements
- Enter data and maintain the Daily Operating Report (DOR)
- Record, track and maintain a log on incoming and outgoing railcars and truck shipments for Coal, Pet Coke, Bauxite, Lime, Flyash, Cement, Gypsum and any other materials brought in or out through our rail system or by incoming truck shipments
- Maintain an inventory log of all incoming raw materials and fuel
- Cross Check invoices for raw materials and fuels for correct billing before invoices are paid
- Create raw materials and fuel purchase orders for incoming invoices
- Maintain reports, create check run, process payments, including downloading, input, and research of discrepancies
- Maintain automobile log and renew license fees as needed
- Create purchase orders for various check requests by management staff
- Maintain petty cash for incoming and outgoing small business purchases
- General light cleaning and maintenance of reception area, office, kitchen, and copy room etc.
- Perform errands including buying office supplies, post office etc.
- Maintain and update, as needed, written procedures for assigned duties



**PHOENIX CEMENT**

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## Position Opening

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

External Applicants-please complete an application on our website [www.srmaterials.com](http://www.srmaterials.com), email to [akremer@srmaterials.com](mailto:akremer@srmaterials.com) or fax to 928-639-8066.

*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.***