

Position Opening

Position:	Administrative Assistant I - II doe	Location:	Chaparral
Opening Date:	Feb 24, 2016	Grade:	doe
Closing Date:	Mar 5, 2016	Wage:	13.73+ 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 and Administrative Manager, this position provides administrative support for executive management, management, sales, and other personnel. In addition to answering and directing phone calls, typing, filing, and scheduling; performs duties such as financial record keeping, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working 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:

- Bend and do repetitious motions with arms and hands
- Possess a valid Arizona driver license to obtain office supplies, etc.
- Sit for long periods of time
- Required and predictable attendance

Knowledge, Skills and Abilities:

- High school diploma or G.E.D. equivalent
- 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 and time-is-of-the essence tasks as needed
- Working knowledge of Microsoft Word, Excel, and PowerPoint

Duties and Responsibilities:

- Know and follow company policies and procedures including safety guidelines
- Oversee front desk, greet visitors, answer phones, carryout daily responsibilities, and support office staff in a professional manner
- Coordinate and set up Conference Calls and Video Conferencing
- 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
- 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



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PHOENIX CEMENT

**SRMG / Phoenix Cement Co.
8800 E Chaparral Rd Ste 155
Scottsdale AZ 85250**

ph: (480) 850-5757

Position Opening

- Coordinate ordering and maintaining inventory for pre-printed forms, business cards, letterhead, envelopes, etc. for business units including issuing purchase orders and follow up
- Process and/or reconcile invoices for payment in PO system
- Coordinate maintenance, instruction, and repair of office equipment, telephones, kitchen appliances, etc.
- Maintain storage areas and files, including coordinating the purging of old files
- Process freight invoices, including downloading, input, and research of discrepancies
- Process invoicing for customer material purchasing
- General light cleaning and maintenance of reception area, office, kitchen, and copy room, etc.
- Perform errands including buying office supplies, post office, etc.
- Assist/cover other Administrative Assistants as needed
- Any other assigned work incidental to this classification

External Applicants-please complete an application on our website www.srmaterials.com, email to crifon@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.