



IMMEDIATE OPENING

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for the following Temporary to Direct position for a client in Northeast Mesa, AZ:

Receptionist

JOB DESCRIPTION: Provide all Administrative support for Financial Advisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Perform front desk duties by greeting visitors, answering phones, etc.
- Provide support during Seminars and Speaking engagements
- Using word processing software to produce documents, composing correspondence, proofreading and editing documents
- Make copies, filing, order and maintain inventory of supplies, process mail/FedEx packages
- Basic clerical support
- Front desk professional attire.
- Ability to multi-task
- Light housekeeping as required
- Other duties as assigned

REQUIRED EDUCATION/EXPERIENCE:

- High school diploma or GED
- Receptionist with 1-2 years of recent experience
- Must have good computer experience using Microsoft Office products, Word, Excel, Outlook
- Must be professional, pleasant and have above average customer service skills
- Ability to self-manage, self-motivate and accomplish all tasks needed.
- Able to work alone in a small office is required.
- Financial company background a plus

Any job offer is contingent upon the successful completion of pre-employment drug screen, criminal background check, employment verifications and reference checks. All qualified candidates for this position must be eligible to work in the United States.

HOURS: Mon-Fri – 8:30 a.m. to 5:30 p.m.

PAY RATE: \$13.00/hr.

TERM: Temp to Direct

Qualified applicants: Please email your resume for review to email@chrc4work.com.

