

Administrative Assistant

Posted: August 10, 2026

Full Time

Location: Corporate Office at Saint Micheals, Arizona

Job Details - Closing Date: August 27, 2026

****Applicant must have a valid, unrestricted insurable Driver's License****

****Complete Application, Resume and References are required****

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs diversified duties of an Administrative Assistant. Interacts with variety of individuals inside and outside of the organization.
- Provides confidential administrative support to the designated departments, including high-level standards of secretarial support to various internal committees.
- Answers incoming telephone calls, takes messages or determines purpose of calls before forwarding to appropriate personnel or department ensuring professional etiquette.
- Welcomes visitors, responds to a wide range of inquiries of moderate complexity and at times sensitive in nature.
- Reviews, prioritize incoming regular and electronic mail, publications, and other correspondences and prepare outgoing mail and packages on daily basis.
- Disseminates and coordinates processing of paperwork and records changes, establishes priorities and resolves problems relating to day-to-day operations.
- Schedules and organize complex activities such as meetings, travel, conferences, coordinates facilities and activities for the company.
- Coordinating with IT staff to ensure equipment for teleconference meetings is functional along with meeting connectivity requirements.
- Establishes, develops, maintains and updates filing system for the department. Retrieves information from files as needed.
- Composes letters and memorandums from verbal direction, charts, tables, graphs, business plans and verifies spelling, grammar, layout and presentations for accuracy and clarity of final copy.
- Plans and coordinates the development and maintenance of forms control, control procedures, efficiency in intra-company communications, office equipment control and clerical work standards.
- Works independently and within a team on special nonrecurring and ongoing projects, at times handling special projects which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures and flyers.
- Supports department in uploading check requests, travel reimbursements, expense reporting into various ERP software.
- Maintains inventory of office supplies, photocopying, scanning documents and keeping work areas clean along with conference rooms.
- Perform other duties as assigned while always maintaining confidentiality.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 3 years' direct work experience or other office related experience.
- Proficient in MS Office Suite (Word, Excel, Outlook, PowerPoint)

Education:

- Associate's degree in business administration or related field or a combination of education and related environment or experience preferred.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Proficient in typing/keyboarding skills is mandatory,
- Knowledge of modern office equipment operation including postage meter and owl presentation setup,
- Proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation software.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Some analytical ability is required to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- High level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Ability to multitask under any situation