

PART TIME Administrative Assistant Opportunity (Scottsdale)



Location **Arizona**
<https://www.genclassifieds.com/x-700502-z>

Hi --

We are currently looking for a Part Time Administrative Assistant for our client in the Scottsdale, AZ area. If you would be interested, please send me an email with your updated resume and I will be sure to reach out to you. Thank you for your time and I look forward to hearing from you!

Part Time Administrative Assistant

Scottsdale, AZ

Shift: The 24 hours can be split between three 8 hour days (MWF) or over 5 days

Length: 9 month contract, strong possibility of going perm

Pay: \$12.00-\$14.00/hr

Summary: Primary responsibility is administrative oversight of Maricopa County Trip Reduction Program. Will monitor and issue carpool spots, assist with vanpool program administration, issue bus passes, process payroll reimbursements. Role will also provide general administrative support to Human Resources team including

maintaining our records room

Must have knowledge of excel



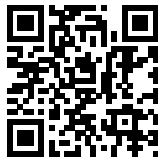
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