



COMPANY NAME: A&M personnel

JOB TITLE: Executive Assistant

JOB DESCRIPTION:

Executive Assistant for COT, IT Dept.

Performs administrative and clerical duties by scheduling and tracking appointments, processing and distributing mail, preparing memos, correspondence, forms and reports, filing and distributing confidential and other documents, compiling information, logging and closing out complaints, maintaining inventory, taking meeting minutes, maintaining maintenance agreements and office supplies, processing paperwork, making travel arrangements, developing, organizing and maintaining databases, records and files, and assisting with preparing meeting agendas and presentations, and making arrangements for meetings and events. I did want to mention that the EA will need to have scheduling experience at an executive level. There will be contact with high level individuals and the person will need to be able to handle that.

SALARY: \$15-\$17 DOE

APPLICATION QUALIFICATIONS:

Must be vaccinated

HOW TO APPLY: Submit Resume to Azeneth@ampersonnel.com

DATE: 2/15/2022

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities