

COMPANY NAME: CPE Consultants, LLC (CPE)

JOB TITLE: Receptionist/Administrative Clerk

JOB DESCRIPTION:

CPE is looking for a Receptionist/Administrative Clerk, to be responsible for handling clerical tasks in a fast-paced team environment. This individual must maintain a positive, professional image, as well as exemplify the Company's standard for excellent client service. Attendance, punctuality and reliability is imperative in this position.

Essential duties and responsibilities include, but are not limited to the following:

- Handling incoming phone calls and other communications,
- Greeting clients and visitors,
- Managing files, updating paperwork and other documents,
- Maintain supply inventory and office equipment as needed,
- Help organize and maintain office common areas,
- Assistance with setting up virtual meetings; and
- Performing other general office clerk duties and errands.

SALARY: \$16.00-\$20.00 per hour (DOE)

APPLICATION QUALIFICATIONS:

- High School Diploma or GED required.
- One (1) year office related experience preferred.
- Fast learner and self-starter.
- Warm personality with strong communication skills, required.
- Knowledge of Microsoft Office-Outlook, Word, and Excel preferred.
- Experience with virtual meeting platforms: Teams, Zoom, GoToMeeting, etc.
- Attention to detail and takes pride in work.
- Ability to work well under limited supervision.

HOW TO APPLY: Email your resume to cheryl.saenz@cpeconsultants.com

DATE: 5/16/2022

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