

Northern Arizona Consolidated Fire District is hiring for: Full Time Administrative Assistant Open until 5pm November 30,2018



The Administrative Assistant shall provide customer service to the public, receptionist duties, secretarial duties, human resources and benefit management, accounts receivable and payable, and provide service to both internal and external customers in a professional, efficient and confidential manner.

Minimum Qualifications:

- High School Graduate.
- Minimum two (2) years' experience in a public facing office setting.
- Must be able to demonstrate knowledge of principles and practices of the following skills via work experience:
 - Office Administration
 - Research Work and Reporting
 - Human Resources Processes (including benefits administration)
 - Resource Procurement and Management
 - Accounts payable and receivable
 - Records management
 - Experience with computers and associated programs (Microsoft Office, Excel, Word)
 - Experience with accessing network resources and secure data environments
 - Experience with Quickbooks
 - Experience with business website and social media configuration and management
 - Ability to type 60 words per minute (net)

Desirable Qualifications

- Associates Degree
- Experience and/or training in Emergency Services
- Familiarity with radio communications

Compensation:

This position will pay \$17.02 per hour (\$35401.60 annually).

Benefits for this position include:

Medical/Dental/Vision

Applications with resumes must be received in Fire Administration by November 30, 2018 @ 5:00pm. Any applications received after this time will not be considered.

**CONTACT: Interim Fire Chief Timothy King in Fire Administration
or <https://northernazfire.com> for an application and job discription
2470 BUTLER AVE, KINGMAN, AZ 86409
928-757-3151**