

Position Opening

Position:	Administrative Assistant I - Sr	Location:	Dobson Plant Scottsdale, AZ
Opening Date:	Jan 18, 2024	Grade:	doe
Closing Date:	Until Filled	Wage:	doe

Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

Primary Job Function:

Under the direct supervision of the Purchasing Supervisor, this position is responsible for the front desk and is the first point of contact for customers, vendors, and visitors at the Aggregates administrative office, and provides administrative support to management, sales, and other personnel. In addition to answering and directing phone calls, typing, filing, coordination of meetings and conferences, obtaining supplies, direct mailings, data entry, process purchasing receipts, and work on special projects/reports. Answers non-routine correspondence and may assemble highly confidential and sensitive information. Some independent judgment is required to plan, prioritize, and organize diversified workload.

Please see below a brief summary job description.

Essential Requirements:

- Reliable and predictable attendance
- Sit for long periods of time
- Lift up to 30 pounds, bend and do repetitious motions for unpacking incoming materials

Knowledge, Skills and Abilities:

- Detail-oriented with strong organizational skills
- Data entry skills with high degree of accuracy
- Excellent verbal and written communication skills
- Excellent customer service skills with internal employees and external customers
- Ability to work independently and as a team member
- Work with a high degree of confidentiality
- Knowledge of Microsoft Office software, and ability to type and use ten-key calculator
- Knowledge of accounting/purchasing practices and proficient in math
- Accurately perform routine filing alphabetically or numerically as required
- Experience supporting upper-level management
- Possess a valid Arizona driver license to assist in obtaining parts and office supplies

Duties and Responsibilities:

- Know and follow company policy and procedures to include policies regarding Personal Protective Equipment
- Primary responsibility is the front desk area, which includes answering phones, accepting shipments
- Able to create and administer a task priority worklist in a high-volume environment with frequent interruptions
- Responsible for placing, tracking, and completing purchase orders in the purchasing software system (EAM software) and is backup to the Purchase Order Specialist
- Communicate with internal employees and external vendors to ensure parts, supplies, and services are ordered in a timely manner
- Enter fuel data, lube shop data, mechanic notes into software
- Monitor status of orders daily
- Compose correspondence, special reports, and other paperwork for management
- Establish a good rapport with the Accounts Payable staff to research purchase order issues
- Communicate and coordinate with staff on assigning asset numbers to equipment

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- Utilize drone software to map inventory piles at the plants and review with plant supervisors / managers to confirm inventory piles are mapped properly
- Assist plant supervisors with accurate inventory tracking and maintain inventory worksheets
- Maintain a clean and organized work area, light housekeeping
- Assist with vehicle registrations with the Motor Vehicle Division
- Setup meetings, organize and stock office supplies and refreshments
- Assist with maintenance of the Storeroom with accurate tracking of supplies and prepare shipping documents when needed
- Provide tax exempt forms to vendors, when necessary, and follow up with vendors as needed
- Maintain the Storeroom with accurate tracking of supplies and prepare shipping documents when needed
- Assist with inputting production data into the Daily Operating Report
- Alternate within the purchasing team to serve as a parts runner when needed
- Sort and deliver incoming and outgoing mail
- Perform other assigned work incidental to this classification

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms
and send to tfarkash@srmaterials.com.

External Applicants-please complete an application on our website www.srmaterials.com, email to tfarkash@srmaterials.com or fax 623-263-1683.

Salt River Materials Group(SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.

Salt River Materials Group preferentially hires Native Americans.