

**Administrative Coordinator & Event Support (Prescott)
The Adult Center**

Join a great team at The Center!

We are currently hiring for an Administrative Coordinator/Event Support position.

Responsibilities:

- Perform general administrative duties
- Assist CEO as needed
- Reception backup
- Utilize QuickBooks for day-to-day transactions
- Assist with office management tasks such as ordering supplies and maintaining office equipment
- Event support as needed
- Schedule event rentals
- Draft contracts
- Bingo tasks

Requirements:

- Enthusiasm and desire to learn and grow with company
- Proficiency in computer applications such as MS Office (Word, Excel) & QuickBooks
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Excellent communication skills, both written and verbal
- Attention to detail and accuracy in all work performed
- Assist with events (some set-up with tables, chairs, accessories when needed)
- Occasional nights and weekends are required

For more information and to schedule an interview, call Kathy McFadden at 928-778-3000.

Starting Pay: \$18 per hour.

For more information, call Kathy at 928-778-3000, or stop in at The Center, Monday - Thursday from 8:30 am to 4:00 pm, and Fridays from 8:30 am to 2 pm.