

This position will be open October 1, 2025 until filled



JOB TITLE: Administrative Assistant
LOCATION: Lone Butte Development Park
REPORTS TO: GENERAL MANAGER
SALARY: Hourly \$18.00 PER HOUR DOE
HOURS OF WORK: FULL-TIME (40 HOURS PER WEEK)
MONDAY – FRIDAY as scheduled

OVERVIEW: The Administrative Assistant position is a full-time position and is responsible for handling and providing administrative/secretarial support services to all Lone Butte staff as directed by the General Manager. Duties include but are not limited to assist and greet visitors, answering standard questions, maintaining and creating clerical records, filing, compiling data entry, typing reports and minute/note taking. The Administrative Assistant must have the ability to multitask, proficient with computers, typing and have excellent communication skills.

ESSENTIAL FUNCTIONS:

Ensure a professional working environment within the Department and company.
Assist and greet incoming visitors, providing information and answers deemed appropriate.
Answer telephone calls in a polite and tactful manner, forwarding messages to appropriate staff.
Obtain knowledge of Lone Butte as a company, park and its tenants.
Gather and compile information with all aspects of the company
Assist in the process of coordinating the approval of new leases.
Type correspondence and reports.
Prepare, coordinate and set up meetings, by scheduling and meeting support as directed.
Maintain an organized workflow and records management for all tenant leases, correspondence and other material to be filed.
Maintain and update company tenant databases, tracking leasing progress and agreement information.
Provide administrative support to all members of staff for copying, correspondence, logging correspondence and other administrative duties as needed.
Develop data logs utilizing Microsoft word
Perform other duties and assignments as assigned

REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS:

- Must have excellent and outgoing communication skills to include verbal and written
- Must have excellent telephone answering skills
- Knowledge and utilization of business English, punctuation, spelling and grammar
- Knowledge and understanding of varied office equipment such as copy and fax machines

- Must have considerable knowledge of the office atmosphere and functions to carry-out the administrative duties when delegated authority.
- The ability to establish and maintain effective working relationships with other employees and the general public
- Must have organizational skills
- Respond appropriately to public inquiries and presenting a positive public image
- Must be able to follow written and oral instructions and perform assigned tasks with or without supervision.
- Must be proficient with computers and the knowledge of Microsoft Word & Outlook Email.
- Must pass background check
- Must undergo a pre-employment drug screening test as terms of employment
- Must maintain and promote a drug-free workplace
- High school Diploma or G.E.D equivalent
- Valid Arizona State Driver's License with no major driving offences with proof of driving record for the past 39 months, and to be submitted with application (***Applications are incomplete without this driving record and will not be accepted***).
- Must have reliable transportation
- Preference is given to qualified members of the Gila River Indian Community

Applications can be picked up at the Lone Butte Development L.L.C. Administration Office. Employment Applications must be received with a 39-month MVR on the closing date as listed above.

SUBMIT APPLICATIONS TO:

Lone Butte Development LLC
 1235 S. Akimel Ln.
 Chandler, AZ 85226
 ATTN: EMPLOYMENT
 OR email: employment@lbidc.com
 OR via fax at (520) 796-1032