



NORD RESOURCES CORPORATION-JOHNSON CAMP MINE

P.O. BOX 384-3048 NORTH SEVEN DASH ROAD DRAGOON, AZ 85609

Area: Administration
Position: Administrative Assistant
Technician: 2
Reports to: HSE Administrator
Employment status: Non- Exempt

Description:

- Provide administrative support to a department and / or Manager. Duties include general clerical and project based work.
- Project a professional image through in-person and phone interaction.

Responsibilities:

- Meet and greet contractors and vendors.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: typing, photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Coordinate and maintain records.
- Setup and coordinate meetings and conferences.
- Support staff in assigned project based work.
- Other duties as assigned.

Qualifications:

- Basic reading, writing, and arithmetic skills required.
- High school diploma or equivalent.
- College degree or completed courses preferred.
- Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and ability to type 50 words per minute. One to three years of clerical experience.