

Administrative Assistant

DuPage Housing Authority
Wheaton, IL
careers@dupagehousing.org
Full-time
FLSA: Nonexempt

Job Description Summary:

The Administrative Assistant will provide administrative support to the Executive Director and/or other assigned leadership staff.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of the work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Provide comprehensive administrative and project support for the leadership team
- Manage complex calendars
- Assist with developing meeting agendas, briefing documents, and reports
- Draft and process correspondence as required; proofread and edit documents
- Assist with managing sponsorship commitments
- Schedule and organize meetings, events, and logistics associated with those functions
- Coordinate travel arrangements and maintain itineraries
- Prepare and process expenses and invoices
- Liaise between clients, partners, and outside vendors with professionalism and discretion
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed
- Schedules and attends meetings on behalf of the Executive Director, taking notes and recording minutes
- Prepares agendas and schedules for meetings
- Respond to FOIA Request
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping
- Serve as a back-up to the front desk receptionist
- Performs other duties as assigned

Required Skills/Abilities:

- Excellent organizational and time management skills required
- Advanced proficiency in Microsoft Office Suites
- Proficiency in Excel
- Superior communication and interpersonal skills to interact daily with internal/external individuals in various circumstances in person, on the phone and in writing
- Must be highly detail-oriented and organized
- Strong ability to prioritize and multi-task, in a fast-paced environment
- Ability to work independently



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FAX 630.690.0702 | Wheaton, IL 60187

www.DuPageHousing.org The accessibility icons include a wheelchair symbol and a house symbol with a checkmark inside.

Education and Experience

- High school diploma or GED required, Bachelor's degree in a related field preferred
- Minimum 3-5 years of experience in an administrative role

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 10 pounds at a time

Pay Range:

\$25.64 – \$28.21 per hour

Benefits:

Medical, Dental, Vision, Life Insurance, 401(a) & 457(b) Retirement Plans

DuPage Housing Authority is an Equal opportunity Employer (EOE).