

**OFFICE OF HUMAN RESOURCES****Telephone No. (708) 547-3500 ext. 1512****Facsimile No. (708) 547-1965****E-mail Address:****JOB TITLE: Administrative Assistant****JOB DESCRIPTION**

We are looking for the successful candidate to perform a variety of administrative and clerical tasks to the department head.

Primary Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Write and distribute correspondence memos, letters, emails, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system and contact lists
- Order office supplies and maintain vendor lists
- Other administrative requests as directed by the department head

Qualifications

- Proven experience as an Administrative Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, i.e., printers and fax machines
- Proficiency in MS Office software and able to type 35wpm
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Must be dependable, respond to direction, and improve performance through Supervisor feedback
- High School diploma: additional experience as an Administrative Assistant or Secretary will be a plus

Salary

Is commensurate with experience

IF INTERESTED

Applicants must complete an application on-line at www.vil.vil.bellwood.il.us. The Village of Bellwood is an Equal Opportunity Employer and Americans with Disability Act compliant.

POSTING DATE

September 8, 2022

POSTING WILL BE REMOVED

When position is filled