



Administrative Assistant

About Us

We are a fast growing design/build general contracting firm located in Oak Brook that services not only the Chicagoland area, but nationally as well. Our previous projects include a wide variety of commercial, corporate, industrial, retail, and healthcare projects. We offer the opportunity for employees to experience a diverse set of projects and work as a team and individually to collaboratively provide the best possible service to our clients.

Job Description

We are looking for a self-starter with strong organizational skills with the ability to prioritize, organize, and multitask. This individual will have a strong work ethic, excellent MS Office skills, and could provide general day-to-day office support to all team members. As a first point of contact to all clients, the Administrative Assistant must always maintain a professional, friendly, and positive attitude.

Job Responsibilities

- Answer telephone, screen calls, take messages, or transfer calls
- Manage databases, job files, and other documents
- Data entry
- Copying, scanning, faxing, and filing
- Network and communicate effectively with other team members to ensure key priorities are handled appropriately
- Greet visitors and clients to the office
- Assist with workflow from other team members
- Identify administrative process improvements and take initiative to implement necessary changes
- Internet research
- Coordinate and arrange meetings
- Sending out and receiving mail and packages
- Type and prepare business correspondence
- Maintain office supply inventory and equipment
- Update social medias accounts (upload pictures, text, etc)
- All office administrative duties as needed

Basic Requirements

- Microsoft Office skills at an advanced level
- Strong basic math skills
- Positive attitude and professional customer service skills
- Tactful and able to interact effectively with managers, employees, vendors and others
- Excellent verbal and written communication skills

Education and Experience Qualifications

- Associate degree preferred
- At least 1 year experience
- Architecture and/or construction experience is a plus

Please include the following information when applying for this position:

- Cover letter
- Resume
- Desired Salary

Job Location: Oak Brook, IL

Hours: 8:30am-5:00pm, Monday - Friday

Schedule: Full-time