



## Job Announcement

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### Office Assistant – Full Time 4006 W Lake St, Chicago, Illinois 60624

**Position Summary:** The Office Assistant performs specialized administrative and record keeping work for the Center, coordinating office services, performing assigned administrative functions to support routine and standardized tasks at the office.

#### **Responsibilities:**

- Answer phones and transfer to the appropriate staff member.
- Take and distribute accurate messages.
- Greets and directs all visitors
- Receive, sort and distribute incoming mail.
- Monitor incoming emails and answer or forward as required.
- Prepare outgoing mail for distribution.
- Fax, scan and copy documents.
- Maintain office filing and storage systems.
- Update and maintain databases such as mailing lists, contact lists
- Retrieve information when requested.
- Update and maintain internal staff contact lists.
- Organize travel arrangements for staff.
- Co-ordinate and organize appointments and meetings.
- Assist with event planning and implementation.
- Monitor and maintain office supplies.
- Ordering, distributing supplies for all sites.
- Ensure office equipment is properly maintained and serviced.
- Keep office area clean and tidy.
- Other duties as assigned

#### **Mandatory Job Qualifications:**

- High School Diploma or equivalent
- previous office experience may be requested but this can also be entry level position
- competent computer skills including MS Office or equivalent
- Internet skills

**How to Apply:** Please forward three reference letters and resume to Mrs. Beth Rivera at [brivera@marycrane.org](mailto:brivera@marycrane.org) or fax to 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER