

Office Services Coordinator

This position is responsible for general office assistance to the department director and operations manager. This position provides special services as requested by the department director and operations manager and acts as backup to Admin Services staff in their absence. Core responsibilities: conference room scheduling/setup; overview Authority automobiles; vendor/invoice duties; audiovisual coordination; facilities management obligations. Lifting/bending and other physical activity is required with the ability to lift up to 60 pounds.

Education and Experience Requirements:

Associates degree preferred. Experience in office operations and customer service. Must have intermediate levels of computer knowledge in Microsoft Suite products and internet-based programs. Valid Illinois driver's license is required.

Excellent benefits package, including 401(k); immediate vesting.

Submit resume to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=195054&lang=en_US&source=CC2

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