

## **Department Assistant II (Asset Management)**

Illinois Housing Development Authority is looking for a Department Assistant II. This position performs administrative functions requiring a high degree of skill, initiative and reliability. Must have the ability to rapidly acquire knowledge of the department. Provides clerical services for the Asset Management professional staff. Functions include typing letters, reports, forms, including statistical typing from copy; making copies, handling incoming and outgoing mail, filing and coordinating flow of paperwork and relaying department phone calls and messages.

Education and Experience Requirements:

Requires high school diploma or equivalent, administrative training and experience in position(s) requiring significant organizational and administrative skills. Proficiency in word processing required and typing speed of 50 wpm.

**All candidates must be prepared to provide a writing sample and participate in an office skills test during the interview process.**

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

To apply submit resume and salary to:

<https://home2.eease.adp.com/recruit/?id=19166692>

EOE