

Operations Support Coordinator

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking an Operations Support Coordinator to build upon their 50+ year leadership in housing finance.

This position will require a dynamic, highly self-motivated individual driven to succeed in aggressively developing and expanding our business partner base and maintaining department organization. This individual will assist with the daily department administrative tasks. In addition, the individual will provide proactive administrative support to the Account Managers, Homeownership Director of Marketing, the Managing Director, and other staff as needed. They will be required to cross train in other departmental areas of responsibility.

Education & Experience Requirements:

Associate's degree or two (2) to three (3) years of experience as a sales assistant preferred. Familiarity with the guidelines and requirements in the residential lending industry and the secondary market preferred. Requires strong relationship building skills, a sales oriented professional demeanor and ability to provide professional follow up. Excellent verbal and written communication, problem solving, and customer service skills are also required. Individual must be self-motivated, efficient, independent, flexible, and detailed-oriented with the ability to multitask in a fast-paced environment. Requires excellent computer skills, including the Microsoft Office suite and Adobe products. Must have highly effective interpersonal skills including demonstrated ability to work cooperatively with a variety of staff from various fields of interest.

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

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=218187&lang=en_US&source=CC2&cclid=19000101_000001

EOE