

## **Executive Assistant**

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 Executive Assistant to build upon their 50+ year leadership in housing finance.

This position is responsible for providing executive-level support for the CIO and the CIO's direct reports and for the execution of all administrative and support functions for the Information Technology department. Reporting directly to the CIO, this position requires a high degree of skill, initiative, organization and reliability. Must have the ability to rapidly acquire knowledge of the department, the ability to work in environments that require a high degree of confidentiality, and the ability to multi-task.

### **Responsibilities:**

Perform general administrative functions for the staff, e.g., making copies, handling incoming and outgoing mail, filing and coordinating flow of paperwork, calendaring and schedule management, meeting preparation and coordination, and taking and relaying department phone calls and messages. Perform other special assignments and special projects as directed by the department Directors.

Assist CIO in managing off-site records storage inventory records, tracking, and maintenance, and with electronic scanning of documents as needed.

Handle the payment processing of vendor invoices through the JD Edwards accounting system. Provide reports on expenses paid to vendors.

Work closely with Human Resources to coordinate departmental recruiting activities

Act as departmental timekeeper for IHDA enterprise timekeeping system.

### **Requirements:**

High school education or GED required, with at least five years of related administrative work experience. College degree preferred. Information Systems Technology experience a plus. Excellent administrative and communication skills and proficiency in Microsoft Word, Excel, PowerPoint and Visio required. Prior executive work experience required. This position places heavy emphasis on attention to detail, communications, coordination, teamwork, and quality of work performance.

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&cclid=19000101\\_000001&jobid=386559&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobid=386559&source=CC2&lang=en_US)

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