

## **Executive Assistant**

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

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.

### **Summary:**

This role is within the IT department and 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.

### **Essential Functions:**

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.

Maintain the department's Outlook calendar and coordinate timely submissions of all required reports.

Provides general office support services including clerical assistance, record and time keeping, copying, and filing.

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

Maintain managerial and departmental filing systems and physical office supplies.

Work closely with Human Resources to coordinate departmental recruiting activities.

Act as departmental timekeeper for IHDA enterprise timekeeping system.

### **Education and Experience Requirements:**

This position will interact with departmental staff and all levels of management to fulfill the day-to-day responsibilities, so it is important to possess excellent communication, time management, organizational and interpersonal skills. The ability to multitask in a fluid work environment is critical to success.

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=435597&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=435597&source=CC2&lang=en_US)

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