

**Position Title:** Office Services Coordinator  
**Department:** Operational Excellence

**Join our Team!** At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

**Who we are:** The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

**Summary:** This position is responsible for meeting the needs of the Authority related to Conference Room meeting setups, and in-house cleaning services. This includes but is not limited to daily meetings and monthly Board setups and breakdowns, sanitization of all conference rooms and kitchen refresh, and disinfecting of all office areas, and to act as office services support during staff absences including but not limited to the coverage for the facilities and record retention coordinator.

**Essential Functions:**

- Responsible for the cleaning and disinfecting of, including, but not limited to, all offices, workstations, conference rooms, glass, common areas, bathrooms and kitchens.
- Responsible for routine wiping down of frequently touched surfaces including, but not limited to, touch screens, chairs, tables, and any other miscellaneous items frequently utilized by other individuals.
- Responsible for detail cleaning and disinfecting of all onsite appliances including, but not limited to, microwaves, refrigerators, toasters, and other kitchenette appliances, periodic end-of-the month cleanings.
- Responsible for maintaining the Outlook calendar and Service Desk ticket system, setup and cleaning of Glass House I, II, III and Cape Cod for all meetings and Board meetings. Assist with Board day lobby setup and breakdown.
- Responsible for internal communications following up on department Service Desk requests related to housekeeping and conference room needs.
- Responsible for cleaning and caring for all entry kiosk areas, conference rooms and checking stock levels of all PPEs and replacing them when appropriate.
- Acts as backup to Administrative Services staff during absences. Duties will include but are not limited to sorting incoming mail and overnight deliveries for departments, affixing postage to outgoing mail, stocking paper at each copier machine, monitoring destruction bins and accompanying vendor during scheduled pickups.
- Any and all other duties as assigned from Human Resources or the Senior Operations Manager in Operational Excellence.

**Education and Experience Requirements:**

- High school diploma or GED equivalent required.
- 1-2 years of experience in housekeeping or similar related experience required.
- Proficiency in Microsoft Office Suites.
- Requires the ability to dust mop and wet mop hard surface floors, as well as safe removal of waste products.
- Must have a clear understanding of how to handle and use cleaning and disinfecting products. Must practice safeguard standards including, but not limited to, the wearing of appropriate PPE items as prescribed by management.

- Must be able to initiate and follow verbal and written instructions and communicate clearly and effectively with others.
- Must be reliable, detail-oriented, and exhibit effective time management skills.
- Must be able to work both independently and with a team.
- May require a variable work schedule and occasional weekend work to accomplish time sensitive deadlines.

*Alternating between sitting, standing, squatting and walking. Ascending and descending stairs. Crouching and stooping. Standing for long periods of time. Pushing and pulling. Reaching overhead or below. Repetitive task movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 60 pounds.*

**What we Offer:**

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs
- Salary range: \$44,729 - \$55,911

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

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101\\_000001&jobId=509597&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=509597&source=CC2&lang=en_US)

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