



Open Position
Administrative Assistant

Location: Lisle, IL 60532
Employee Type: Full-Time/Part-Time/Flex-Time Employee
Manages Others: No
Job Type: Professional
Education: Associates Degree
Experience: At least 5 year(s)
Travel: Minimal
Relocation Covered: No

DESCRIPTION

RELCO is seeking a motivated person to assist management team with delegated projects and follow-up. Duties include an exceptionally wide variety of tasks and involve high-level communication with customers, vendors, employees and others. Occasional travel will be involved.

Because of the extremely varied nature of this job no training can be offered. Candidate must be comfortable "thinking while running" and enjoy the challenge of figuring things out. This position will carry with it significant delegated authority. Candidate must exhibit a measured, reasonable, and practical approach while still being able to drive performance and achieve results. Company eschews bureaucracy and rewards creativity and loyalty.

REMUNERATION

Base Pay: \$15.00 - \$20.00 /Hour
Position is not eligible to receive performance bonus
All employees receive health, dental, vision, disability and life insurance along with 401k
Job classification upgrade may be available based on experience

RESPONSIBILITIES

- Managing special projects
- Working with internal and external entities to execute Executive orders
- Arranging travel
- Planning/organizing meetings
- Following up and documenting projects
- Managing correspondence
- Handling customer/vendor/employee communication
- Running office errands
- Greeting callers and guests with diplomacy and skill
- Accounting work (basic) will be involved

REQUIREMENTS

To be qualified the candidate must be a high-energy person that likes to work in an empowered environment and has a well tuned solution oriented approach to problem solving. Candidate should enjoy helping fellow employees and have superb communication skills while still being very detailed oriented. Confidentiality and discretion are paramount.

Experience with MS Dynamics/Great Plains is preferred - expertise with MS Office is a must.