



ADMINISTRATIVE ASSISTANT – FULL TIME

Oak Park Township is seeking a full-time Administrative Assistant (Monday-Friday, 9:00-5:00) to serve as an integral member of the Oak Park Township team.

The Township Administrative Assistant will support Kim Henry, Operations Manager with a variety of administrative and clerical support tasks and report to her directly. Responsibilities will also be to support the Information Specialist with all her duties when needed.

Essential Job Functions Consist of:

- Manage the Lending Medical Closet which includes monitoring phone calls, emails and walk-ins from residents wanting to either donate or borrow medical equipment from our Lending Closet. Also includes managing the organization of the Lending Closet. If a donation letter is required, the Administrative Assistant would be responsible for composing and mailing letter to donor
- Order and manage office supplies
- Assist with answering and directing a large volume of incoming telephone calls, transfers to voicemail or takes accurate written messages as appropriate
- Greets visitors in a respectful, tactful and friendly manner; assures that visitors are assisted or directed to the appropriate department
- Assists with sorting, stamping and distributing incoming mail; assists with delivering outgoing mail to the mailbox or post office at the end of the day. Accepts deliveries and informs recipient
- Assists with filing and making labels
- Assist with miscellaneous projects when needed within the Township

This position requires a minimum of a High School Diploma and three (3) or more years of office experience with diversified duties including filing, typing, answering and managing telephone calls, customer contact and various administrative skills.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

The successful candidate will demonstrate below.

Knowledge of:

- Various office and computer equipment
- Various word processing software and spread sheet programs

Skilled In:

- Time management
- Verbal communication and organization
- Interacting with the public, demonstrating tact and sensitivity to the needs of visitors, regardless of their means, backgrounds, or abilities

Ability to:

- Maintain professional composure and assist a variety of individuals with questions, provide information and referrals
- Work in a fast-paced and stressful environment at times
- Gather required information from visitors seeking assistance
- Maintain client confidentiality

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods.
- Can lift fifteen pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.