

# Administrative Assistant Job description

The IESA governs the interscholastic activities of junior high and middle school students in Illinois, providing state tournament opportunities for students in athletic and non-athletic activities, as well as the fine arts. Visit us at [www.iesa.org](http://www.iesa.org) to learn more about IESA.

Our ideal candidate can work independently and, in a group, is proficient with Office 365 and general office equipment, has excellent written and verbal communication skills, and is able to organize and manage data. Our typical work week is 35 hours (Monday – Friday from 8:00 a.m. to 4:00 p.m.) with occasional evening and weekend hours for state tournaments (planned well in advance). We offer a generous paid time off package, 403(b) contribution, and a great work environment!

## Duties and Responsibilities

- Answer, screen and transfer phone calls.
- General office duties including e-mail, photocopying, and mailing.
- Perform data entry accurately to track compliance and update member status.
- Create and edit correspondence, emails, forms and reports using Office 365.
- Provide member schools with information and assistance.
- Assist administrators as needed

## Qualifications and Skills

- Adaptable, proactive, independent worker.
- Organized, resourceful thinker.
- Strong people skills.
- Valid driver's license required.
- Administrative assistant/customer service experience preferred.
- High school diploma or equivalent required; college preferred.
- Equal Opportunity Employer – we make all employment-related decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetic information.

**Job Type:** Full-time

**Pay:** \$2,400.00 - \$2,600.00 per month

Interested applicants should email a resume to [nicole@iesa.org](mailto:nicole@iesa.org) by August 12th.