



AllianceCo

DRYWALL | ROUGH CARPENTRY | ACOUSTICAL | DOOR & HARDWARE

COMPANY

Growing, dynamic construction company located in Hillside, IL seeks top notch professional for Administrative Assistant position. Alliance Companies, Inc. has experienced phenomenal success and growth. Fortuitous timing for the right professional to make a long-term commitment towards a financially rewarding and personally gratifying career.

JOB TITLE

Administrative Assistant

POSITION TYPE

Salaried Full Time

SALARY

Commensurate with Experience Level

JOB DESCRIPTION

QUALIFICATIONS: High School or College Education. Two to five years of solid, related work experience. Positive attitude and dedication to excellence a must. Strong knowledge of Microsoft Office needed. Ability to organize and think independently, with strong interpersonal skills.

ESSENTIAL FUNCTIONS: Provides general secretarial and administrative support to the CEO and Program Managers. Composes and types in an accurate and timely fashion confidential correspondence, memos, and minutes. Manages telephone operations; answers, screens, and directs telephone calls. Receives, screens, distributes or files all incoming correspondence and other mail. Maintains a sufficient inventory of all office supplies and printed forms. Provides calendar management support for the CEO; schedules meetings; arranges for catering; confirms attendance; and supports in preparation and distribution of materials as necessary. Has a complete understanding of the department and company financial policies; creates purchase orders; and processes invoices for payment against expense ledger. Sets up and maintains new files; ensures appropriate and effective intra-company communication. Utilizes advanced Microsoft Office applications to design and lay-out presentations and reports. Assists in maintaining department personnel files. Communicates (verbal and written) with clients, employees, and vendors, and serves as a liaison on behalf of the CEO to foster strong working relationships. AA/EOE

Phone: (708) 581.7832 | E-mail: hr@alliancecousa.com | Web: alliancecousa.com
225 FENCL LN—HILLSIDE, IL 60162

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