

Administrative Assistant

The Firemen's Annuity and Benefit Fund of Chicago (the "FABF") is seeking a qualified candidate to act as an "Administrative Assistant" to the FABF. Administrative Assistant responsibilities include, but are not limited to, completing all seminar and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to effectively utilize Microsoft Office software and standard office equipment. Qualified candidates may also have past experience as a Secretary or Administrative Assistant and familiarity within the public pension fund industry.

Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Assistance in planning meetings
- Take detailed minutes
- Write and distribute emails, correspondence memos, letters, faxes and forms
- Coordinate responses to Freedom of Information Act requests
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and meeting supplies
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for participants
- Handle requests and queries from senior managers and Trustees

Requirements

- Knowledge of office management systems, policies and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS Word and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work

- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary or additional higher education will be a plus
- A writing sample will be required at the time of interview

The FABF is seeking an individual who is available full-time, 40 hours per week within our office hours of 8:00 a.m. to 4:30 p.m., Monday thru Friday. Starting salary range \$35,000-\$40,000 per year depending on experience and qualifications.

The FABF currently provides benefits that include:

- Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan
- Paid Time Off, including vacation, holidays, sick & personal time

Please email your resume to info@fabf.org by May 7th, 2018.