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| Job Title | Administrative Assistant |
| Type | Full-time |
| Location | Chicago (Loop) |
| Start Date | Until filled |
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| Duties & Responsibilities | <ul style="list-style-type: none"> • Maintaining the integrity of the CRM by accurately entering applications/orders, service requests, and recording payments for services requested • Assist in answering general phone and e-mail inquiries from prospective applicants and customers • Managing incoming applications and application-related inquiries via multiple delivery methods • Facilitate the flow of certification orders and service requests • Other duties as assigned |
| Minimum Education & Experience | <ul style="list-style-type: none"> • US Bachelor's degree, or equivalent • Ability to work accurately, precisely, and independently within dynamic workflows • Innate analytical skills with an acute attention to detail, excellent verbal and written skills, personal energy and enthusiasm • Tolerance and patience in communicating with those who speak English as a second language • Ability to work against deadlines without regard to application volume |
| Physical Demands & Working Environment | <ul style="list-style-type: none"> • Ability to work for extended and continued periods at a workstation • May be required to work beyond office hours • May be required to lift up to 25 lbs. on occasion |
| Salary & Benefits | <ul style="list-style-type: none"> • Salary range is \$30,000-\$36,000 per annum; • We offer a comprehensive and generous benefits package |
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| Submit Cover Letter & Resume | Email: hr@edperspective.org |

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