

Job Title	Administrative Assistant
Type	Full-time
Location	Chicago (Loop)
Start Date	15 June 2019, or until filled
Duties & Responsibilities	<ul style="list-style-type: none"> • Input applicant data in a CRM database to create and maintain customer records • Update and manage documents, payment and correspondence • Handle incoming/outgoing correspondence via telephone and email • Provide excellent customer service to customers and administrative support to all staff • Perform other duties as assigned
Minimum Education & Experience	<ul style="list-style-type: none"> • Two years of experience in data entry • Knowledge of MS Office (Word, Excel, Access) • Typing skills of 50 wpm, minimum • Excellent verbal and written skills, good problem-solving skills with acute attention to detail, personal energy and enthusiasm • Minimum of a US Bachelor's degree, or equivalent • Ability to interact effectively and patiently with individuals who are not native speakers of English • Flexible attitude to work including willingness to work weekends and evenings in support of clients and administrative activities
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
Salary & Benefits	<ul style="list-style-type: none"> • Salary range is \$30,000-\$32,000 per annum; • We offer a comprehensive and generous benefits package
Submit Cover Letter & Resume	Email: hr@edperspective.org

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