



PROVISO TOWNSHIP TRANSPORTATION DEPARTMENT

The Township of Proviso is accepting applications for the full-time position of Administrative Assistant in our Transportation department. The ideal candidate will possess a positive disposition, excellent organizational, communication skills, technical knowledge and able to work with the director and staff in a professional and courteous manner.

The full-time administrative assistant is expected to assist and provide support to the Director of Transportation and provide cross-coverage for the administrative staff. The administrative assistant will answer phone calls, prepare reports, driver schedules and update and maintain the client database for accuracy. The assistant will help coordinate and maintain departmental attendance records, perform dispatch duties and schedule client appointments. The administrative assistant should be able to multi-task, be detail oriented, proactive and work independently as well as cooperatively work with other staff. The administrative assistant will work under the supervision of the Director of Transportation.

Work Schedule: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Employment Status: Full-Time, Non-Exempt

Bilingual preferred

Proficient in Microsoft Office 365

Starting Pay: TBD

Proviso Township is an equal opportunity employer and is committed to the principle of equal opportunity in its hiring and recruiting practices. The Township uses the criteria of merit, qualifications and abilities in its hiring decisions.

To be considered for the position, please submit a completed employment application via mail or hand delivery to Mary Donahue, Deputy Clerk, Proviso Township, 4565 Harrison, Hillside, IL, 60162. Applications are also accepted by email to Mary Donahue, Deputy Clerk, at mdonahue@provisotownship.illinois.gov. Employment applications can be obtained at the front desk of the Proviso Township office at 4565 Harrison, Hillside, Illinois. Applications are being accepted from October 24, 2019 to November 4, 2019.

Posted: October 24, 2019

Edited: 9/21/2017