



**WHITESIDE COUNTY ECONOMIC DEVELOPMENT**  
*WE GROW THINGS/WE MAKE THINGS/WE MOVE THINGS*

Gary A. Camarano

## **Job Opening For Economic Development Assistant**

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the Economic Development Director, assisting in daily office needs and managing the Economic Development Department's general administrative activities.

Administrative Assistant responsibilities include preparing reports and maintaining appropriate filing systems, making meeting arrangements, and interacting with the public. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Word, Excel, and office equipment. If you also have previous experience as an Administrative Assistant or Secretary, we'd like to meet you.

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

Pay: \$17.55-18.56/hour

Hours: 35 hours per week; 8:30 AM-4:30 PM. (one hour unpaid lunch break)

May be required to submit to a background check.

May be required to submit to a drug test.

### **Responsibilities**

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- 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 research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Provide general support to visitors

- Act as the point of contact for internal and external clients

### **Requirements and skills**

- Proven experience as an Administrative Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel, 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 will be a plus

APPLICATIONS (available at: [www.whiteside.org](http://www.whiteside.org) ) accepted in person or by mail through close of day, March 10, 2023

SEND APPLICATION OR INQUIRIES TO:

Whiteside County Economic Development  
ATTN: Gary Camarano  
200 East Knox Street  
Morrison, IL 61270  
Email: [econdev@whiteside.org](mailto:econdev@whiteside.org)

CLOSING DATE: March 10, 2023

**EOE**