

# CHICAGO ARCHITECTURE BIENNIAL

## Administrative Assistant

The Administrative Assistant will implement and maintain daily office operations to ensure that there is an efficient system for providing administrative support to varying levels of staff and executive leadership. The individual should be prepared to work in a fast-paced, team-oriented work environment and demonstrate the ability to manage multiple projects at a time. Acute attention to detail and meticulous organizational skills are critical.

Candidates should have at least 2 years of work experience in a non-profit office setting. Ideal candidate will have interest or passion in the arts and architecture.

Position offers flexibility re: hours worked but approximately 35-40 hours/week are needed within the Monday – Friday, 9:30am-6:00pm timeframe.

### Responsibilities

- Maintain appointment schedules by planning and scheduling meetings and follow-up
- Compile meeting agendas and take minutes
- Support hiring processes, hiring and onboarding for new staff and interns
- Perform data entry and file maintenance including recordkeeping, list management
- Liaise with outside vendors on bookkeeping, payroll, employee benefits
- Manage health insurance and other aspects of human resources
- Organizing comprehensive domestic and international travel schedule and itinerary for executive staff including hotel accommodations, etc.
- Oversee the day-to day activities to ensure that the office space is fully functional—answering phones, ordering supplies, receiving packages, sorting mail, managing office equipment including repairs and maintenance, working with outside vendors as needed
- Assist all departments with special projects as needed

### Qualifications:

- Two years of administrative experience
- Candidate must be very organized and detail-oriented
- Ability to work both independently and collaboratively
- Excellent oral and written skills
- An upbeat and energetic attitude
- Ability to multi-task while providing close attention to detail
- Completely proficient with Microsoft Office

### Compensation:

- Compensation commensurate with experience

### Application Instructions

Please send your resume, and cover letter to [info@chicagoarchitecturebiennial.org](mailto:info@chicagoarchitecturebiennial.org), with "Administrative Assistant" in the subject.

Please send applications only through **March 4, 2019**