



## **Position: Front Desk, Administrative Support - Full time**

Citadel Information Management is a 30 year old, locally owned small business headquartered in the western suburbs of Chicago. Visit our web-site to learn more about us [www.citadelim.com](http://www.citadelim.com).

COME JOIN OUR TEAM! Team members must possess excellent oral and written communications skills and the ability to maintain the highest level of confidentiality and sound judgment. You enjoy working in a small business environment and consider yourself "team oriented"!

*We look to develop long term relationships, offer internal promotions, and proudly support our team members with continued education throughout their Citadel career.*

Hours are on a set schedule Monday-Friday. Various general office positions are available. Compensation is commensurate with skill set/experience. Candidates must be able to pass a complete security background screening and pre-employment drug test.

### **Administrative Primary duties will include but are not limited to:**

- Front office and administrative support tasks and duties. *Previous experience with these daily tasks:* office filing, computer, receiving visitors, answering inquiries, processing mail and deliveries, bookkeeping support, ordering and inventory of supplies, mailroom, keep general areas secured, maintained and stocked
- Support owners and other depts.
  - Customer Service
  - Accounting
  - Sales dept projects: social Media network: Facebook, LinkedIn

Apply if this describes you:

- Reliable with good attendance record and a good work ethic
- Good computer skills and comfortable taking and making phone calls and greeting visitors
- Organized and follows instructions
- Previous reception skills at keeping office areas and office equipment clean, stocked and functioning
- Comfortable ordering and processing services & supplies and communicating with vendors
- Prefers working in a small business and thrives being an integral *team member*

Requirements:

- A polished confident front office person that has a secure presence, a great voice, and understands the importance to meet and greet our clients and visitors with ease and assurance
- Professional behaviors: attitude, work performance and appearance
- Strong comprehension and retention skills, takes and refers to notes, proofs work, follows instructions
- Experienced office computer and phone skills,
- Ability to work at a quick pace, work independently with minimum supervision
- Ability to multi-task and meet deadlines.
- Dedicated to team environment; helpful, positive attitude
- Highly detailed, focused and organized
- Punctual and dependable, good attendance with reliable transportation

- A minimum of 2 + years' current experience in an office environment doing similar work
- Proficiency in Microsoft Office including Word, Excel and Outlook applications
- Excellent written and verbal communication skills
- Ability to complete projects within a certain timeframe

**General Office Requirements:**

- Work behaviors: professional attitude, work performance and appearance
- Communication skills, reports to management and owners upon one's own volition
- Strong comprehension and retention skills, takes and refers to notes, proofs work, follows instructions
- Excellent phone, written and verbal communication skills
- Ability to multi-task to complete projects within a certain timeframe to meet deadlines
- Ability to work at a quick pace, work independently with minimum supervision
- Dedicated to team environment; helpful, positive attitude
- Highly detailed, reliable, focused and organized
- Punctual and dependable, good attendance with reliable transportation
- Proficiency in Microsoft Office including Word, Excel and Outlook applications

**Physical Requirements:**

While performing the duties of this job, employee must be able to transport materials and equipment (up to 30 pounds) to and from various locations and walk through the facility with visitors and take and make phone calls. And use the computer. Flexibility, bending and good motion are required while filing paperwork and moving rolling carts. May be required to sit or stand for extended periods of time use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

**Working Conditions:**

This position requires team member to be physically present in the office in order to complete office tasks. They will work in an open office environment that is it is frequently visited by others. They must be able to work cooperatively With other team members.

Interested individuals should provide a cover letter along with your resume to the  
Attn of: **Ms. Austin by email at [hrofc@citadelim.com](mailto:hrofc@citadelim.com) or by fax to 630-323-1737**

**Type in the subject box: re: CODE Citadel web-site Front Desk/Admin Support position**

Citadel Information Management is an Equal Opportunity Employer