



**Position: Administrative Support - Full time, Benefits**

Citadel Information Management is a 33 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"! **Speaking understanding Spanish, is a plus!**

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

Primary duties will include but are not limited to:

- Front office and administrative support tasks and duties. *Previous experience with these daily tasks required:* office filing, computer work, receiving visitors, answering inquiries, processing mail and deliveries, all office services and supplies; relationships with vendors, office equipment maintained; serviced as required, ordering and inventory of supplies, tracking and reporting to management, mailroom functions, kitchen area stocked, keep general areas secured, maintained and stocked, bookkeeping support.
- Supports company owners and other departments as needed: Owners projects, Customer Service, Accounting, Sales, Marketing; social media

Apply if this describes you:

- Takes initiative
- Punctual, reliable with good attendance record and a good work ethic
- Retains knowledge, takes good notes, refers to them
- Good computer skills and comfortable taking and making phone calls and greeting visitors
- Organized and follows instructions, meets deadlines
- Previous office skills with daily tasks such as keeping office areas and office equipment clean, stocked and functioning, working upon your own volition
- Comfortable with being in charge of ordering and overseeing office services & supplies, mailroom and kitchen area, communicating with office vendors
- Reporting to company owners and management throughout your work day
- 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 3 + 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

Interested individuals should provide a cover letter along with your resume to the attention 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: Administrative Support Jan/Feb2018**

Citadel Information Management is an Equal Opportunity Employer