

Administrative Assistant/Property Analyst

Benton Township – Beach Park, Illinois

Location: 40020 N. Green Bay Road, Beach Park, IL 60099

Hours: 32 to 36 hours per week

Salary: compensation commensurate with experience

Please send resumes to Mike Stried: mstried@bentontownship.com Any questions, please call Lisa: 847-746-2069.

Job Description

Performs work in a variety of duties relating to customer service, data entry and general property assessment functions. Position will have direct contact with the public. Answer phones, greet and assist in-person customers, process exemption applications, data entry of building permits, clerical and data entry support for office. Previous experience with budgets, payroll processing, accounts payable, accounts receivable and Quick Books are desired

Education, prior work experience, and specialized skills and knowledge:

Associate's degree or an equivalent combination of training and experience. Experience in an office environment with proficiency with Microsoft Office (Excel, Outlook, Word). Good written, verbal, and interpersonal skills. Excellent punctuality and dependability. Ability to evaluate and prioritize tasks independently. Ability to make decisions in accordance with established policies, rules, and guidelines.

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