



**OB TITLE:** Administrative Assistant

**LOCATION:** Chicago, IL

**DEPARTMENT:** Administration

**MANAGER:** Dan Rosenberg

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Bellwether is continuing to expand and grow, particularly in our Chicago market. Therefore, there is a strong need for administrative support to assist the team. The qualified candidate must have a pleasant and professional demeanor to ensure they convey the brand image and core values.

If you are looking to be part of a dynamic, fast-growing mission-based company focused on relationships while delivering results then we encourage you to consider the Administrative Assistant position and becoming part of this energetic team.

**PRIMARY JOB FUNCTIONS:**

- Responsible for handling a wide range of administrative tasks for the Chicago office such as but not limited to, schedule management, communication liaison, information preparation, and analysis of data, in support the office and the team
- Manage executive's schedules, calendars, and appointments including assisting with scheduling meetings and events (larger events coordinate with Event Planner)
- Support team by coordinating team/client events on and off site
- Reserve conference rooms and order lunches for the office meetings
- Assist the team with Concur/Workday system for travel and expense approvals including approvals for respective staff
- Submit and reconcile expense reports as needed for the team
- Create and/or maintain spreadsheets, analysis and reports as needed
- Assist with Salesforce database updates
- Order and maintain supplies for the office
- Contributes to team effort by accomplishing tasks as needed
- Look for ways to continuously improve processes
- Special projects as assigned

**ATTRIBUTES:**

- Superior Customer Service skills
- Strong communication skills both verbal and written
- Detail oriented
- Professionalism
- Analytical ability

- Organization
- Ability to multi-task
- Problem solving/critical thinking

**QUALIFICATIONS:**

- Associate degree or equivalent combination of education and work experience
- 3 – 5 years' experience in administrative support, executive assistance, customer service and front office reception.
- Advanced with Microsoft Office tools (PowerPoint, Word, Excel)