We’re a software company that provides technology to state and county governments. From maintaining and enhancing WIC management information systems to providing network & hosting services, we do it all.

Our Romeoville, Il office needs an administrative assistant that will be primarily responsible for answering and routing calls from our customers and providing administrative support for the office.

**Primary Duties & Responsibilities:**

* Manage the company’s switchboard by answering calls and routing them to the correct people.
* Opening mail from customers and processing check payments electronically using QuickBooks. This occasionally requires visits to the bank.
* Keying data into QuickBooks.
* Provides clerical support to various management and operational functions, including, but not limited to, photocopying, filing, faxing, and emailing.
* Managing the company’s UPS account. Reviewing UPS invoices, coordinate shipments with team members, print labels, coordinate the purchase of package insurance.
* Scanning invoices and check payments in the company’s filing system.
* Managing the filing system for our customer and vendor contracts.
* Provide general administrative support to the Romeoville office.
* Provides data entry and research support during company audits.

Schedule:

Monday through Friday 7am-3:30pm

**Required Experience:**

* 3 years of providing customer service in an office environment.
* 2 years of Working knowledge of Microsoft Office Suite

**Knowledge, Skills & Abilities Required:**

* Strong attention to detail and accuracy
* Excellent written and oral communication skills
* Extensive customer service skills
* The ability to manage and execute multiple tasks and responsibilities.
* Demonstrate ability to shift gears frequently
* Extremely organized and detail-oriented with an emphasis on accuracy.

We are a drug-free workplace. Pre-employment background checks is performed on all new hires, in accordance with applicable laws and regulations.

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, familial, marital or veteran status, disability, or any other legally protected classes.

We are an E-Verify employer