<table>
<thead>
<tr>
<th>Job Title</th>
<th>Administrative Assistant</th>
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<tbody>
<tr>
<td>Type</td>
<td>Full-time</td>
</tr>
<tr>
<td>Location</td>
<td>Chicago (Loop)</td>
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<tr>
<td>Start Date</td>
<td>15 June 2019, or until filled</td>
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**Duties & Responsibilities**
- Input applicant data in a CRM database to create and maintain customer records
- Update and manage documents, payment and correspondence
- Handle incoming/outgoing correspondence via telephone and email
- Provide excellent customer service to customers and administrative support to all staff
- Perform other duties as assigned

**Minimum Education & Experience**
- Two years of experience in data entry
- Knowledge of MS Office (Word, Excel, Access)
- Typing skills of 50 wpm, minimum
- Excellent verbal and written skills, good problem-solving skills with acute attention to detail, personal energy and enthusiasm
- Minimum of a US Bachelor’s degree, or equivalent
- Ability to interact effectively and patiently with individuals who are not native speakers of English
- Flexible attitude to work including willingness to work weekends and evenings in support of clients and administrative activities

**Physical Demands & Working Environment**
- Ability to work for extended and continued periods at a workstation
- May be required to work beyond office hours

**Salary & Benefits**
- Salary range is $30,000-$32,000 per annum;
- We offer a comprehensive and generous benefits package

Submit Cover Letter & Resume Email: hr@edperspective.org

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