

## **Executive Administrative Assistant**

DuPage Housing Authority  
Wheaton, IL  
[careers@dupagehousing.org](mailto:careers@dupagehousing.org)  
Full-time

### **Position Description:**

The Executive Administrative Assistant will provide high-level administrative support to the CEO and/or other assigned leadership staff.

### **Essential Duties and Responsibilities:**

The below statements are intended to describe the general nature and scope of the work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Provide comprehensive administrative and project support for the C-Level Executive team
- Manage complex calendars
- Assist with developing meeting agendas, briefing documents, and reports
- Draft and process correspondence as required; proofread and edit documents
- Assist with managing sponsorship commitments
- Schedule and organize meetings, events, and logistics associated with those functions
- Coordinate travel arrangements and maintain itineraries
- Prepare and process expenses and invoices
- Liaise between clients, partners, and outside vendors with professionalism and discretion
- Provide some personal support
- Schedules and attends meetings on behalf of the CEO, taking notes and recording minutes
- Respond to FOIA Request
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping
- Serves as a back-up to the front desk receptionist
- Performs other duties as assigned

### **Required Skills/Abilities:**

- Excellent organizational and time management skills required
- Advanced proficiency in Microsoft Office Suites
- Proficiency in Excel
- Advanced proficiency in Canva
- Superior communication and interpersonal skills to interact daily with internal/external individuals in various circumstances in person, on the phone and in writing
- Must be highly detail-oriented and organized
- Strong ability to prioritize and multi-task, in a fast-paced environment
- Ability to travel as needed



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### **Education and Experience:**

- Minimum bachelor's degree in business administration or related field preferred
- Paralegal optional not required, but a plus!
- Minimum 3 years of experience in a general office environment with gradually increasing responsibility or equivalent experience

### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 10 pounds at a time

### **Performance Expectations:**

Confidentiality, strong customer service skills, excellent communication skills, quality, accuracy, timeliness, reliability, and thoroughness of work performed; ability to gain the trust and respect of management, coworkers; maintain the integrity of confidential business and product information; ability to communicate effectively and develop good working relationships with other employees is essential to accomplish goals and objectives of the Department.