

## Job Description

# Office Administrator

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320 North Damen, 1<sup>st</sup> floor, Chicago, IL 60612 312-421-3941 FAX 312-421-1871  
www.industrialcouncil.com

ICNC works to strengthen the companies in the Kinzie Industrial Corridor on Chicago's Nearwest Side Community. Please see [www.industrialcouncil.com](http://www.industrialcouncil.com) for information on ICNC's mission and activities. In addition to representing and providing assistance to hundreds of companies in its community, ICNC owns and operates the Make City incubator, which houses 100 small business tenants in its 416,000 square foot facility. ICNC will soon be managing a new incubator, called The Hatchery Chicago, located in East Garfield Park (135 N. Kedzie, Chicago, IL). The Office Administrator will work exclusively at The Hatchery Chicago.

### **Position Activities and Responsibilities:**

The Office Administrator will provide support to and be responsible for a wide range of office, property management, and accounting and vendor relationship activities. This person will be the face of the Hatchery and should be friendly, outgoing and professional. This is a full-time position and reports to the Property Manager. Primary responsibilities include:

#### Office Management Support

- Welcome and greet visitors in person or on the telephone, determine nature of visit and announce visitors to appropriate staff;
- Ensure reception, kitchen, plants and all common areas are kept tidy and in order and office supplies are readily available;
- Maintain standard operating procedures which enhance office productivity;
- Manage reservation calendar for common area rooms, assist with AV set up;
- Collect, open and distribute office mail;
- Assist with onsite event set-up;
- Assist with various short-term assignments throughout the day as assigned.

#### Property Management Support

- Manage building security camera, keycard and intercom systems and follow-up on all property incident reports;
- Steward various security, utilities, delivery, supplies, etc. vendor relationships;
- Dispatch building maintenance calls and work orders to janitorial staff;
- Monitor leasing of parking lots;
- Send out building specific announcements and alerts via constant contact;
- Report building deficiencies to Property Manager.

Other activities will be assigned on an as-needed basis.

### **Qualifications:**

- Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision;
- Minimum of three years relevant experience;
- Strong communication skills, both written and verbal;
- Excellent administrative and organization skills with the ability to pay attention to details;
- Great follow-up and basic conflict resolution skills;
- Familiar with various office and computer equipment;
- Familiar with Microsoft Office Suite;
- Previous knowledge of Property Management database software and QuickBooks is a plus;
- Flexible and have the ability to support multiple departments ;

- Willingness to learn computer software programs;
- Self-starter that is collaborative, energetic, creative, proactive, and responsible;
- Able to work effectively under time pressure and/or deadlines and maintain a high level of confidentiality.

### **Working Conditions**

Casual, office environment/industrial shared kitchen, shared with full-time staff members and tenants

### **Work Schedule and Compensation**

- This is a full-time position; 40 hours per week; 8:30am-5pm, Monday-Friday
- Hourly rate range is \$14-18; commensurate with experience
- Benefit incentives includes: One week paid vacation to start and participation in group health insurance plan, SIMPLE IRA, short and long term disability and life insurance; Training and career development opportunities available as annual budgets permit

### **How to Apply**

Please email letter of interest, current resume, and three professional references to:

Industrial Council of Nearwest Chicago (ICNC)  
Office Administrator Search Committee  
320 North Damen Avenue, 1<sup>st</sup> fl.  
Chicago, IL 60612  
[jobs@industrialcouncil.com](mailto:jobs@industrialcouncil.com)

**The subject line must include the recruiting code OAFT**

No phone calls will be taken regarding this job announcement. For further information about the organization, please visit ICNC's website at: [www.industrialcouncil.com](http://www.industrialcouncil.com).

ICNC is an equal opportunity employer and provides a smoke-free, drug-free work place.