



Metaphrasis

Position Title	Department	Reports to
Administrative Assistant	All	Chief Expansion Officer
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	3/2020

POSITION SUMMARY

The Administrative Assistant will provide support to lead staff and Executive team in various facets of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Provide daily support in the scheduling, billing and translation department as well as Executive Team
- Assist with answering incoming calls
- Assisting with scheduling Client and Executive meetings
- Provide logistical support for events, travel and other business-related activities
- Other administrative duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or higher
- Two years of related experience or relevant coursework
- Positive, enthusiastic and outgoing personality
- Outside of the box thinker, someone who sees the bigger picture
- Ability to adapt to on-going changes in a fast environment
- Ability to coordinate multiple projects and priorities simultaneously
- Good oral and written communication skills
- Professional and punctual
- Working knowledge of Microsoft Office (Word, Excel, Power Point)
- Computer literate
- Must reside in Chicago's West Side Community

- Austin
- Hermosa/Logan Square
- North Lawndale
- Belmont Cragin
- East Garfield Park
- Humboldt Park
- Little Village
- Pilsen (Lower West Side)

Resume submission:

Interested parties may submit their resumes with cover letter to info@metaphrasislcs.com.