Executive Assistant

Contact Name: Ann Rzasa

Email: arzasa@glkwb.com

Job Title: Executive Assistant

Job Location: Kankakee, IL

Over 18 Required: Yes

Employment Type: Part Time – 20 to 25 hours per week

Rate: $15 to $20 an hour

The Grundy Livingston Kankakee Workforce Board is seeking a dynamic Part Time Executive Assistant. Responsibilities include, but not limited to: general reception duties, bookkeeping, coordinating meetings, managing Workforce Board compliance and the website. The ideal candidate should have a self-starter attitude, excellent interpersonal and communication skills, strong organizational skills and experience in current technology. This position is excellent for someone that is looking at flexibility within a M-F schedule.

Job Requirements:

Proficient in all Microsoft Office applications.

QuickBooks and bookkeeping experienced preferred but not required.

Associates Degree preferred. Previous work experience may be substituted for Associates Degree.

Email cover letter and resume to: Ann Rzasa, Grundy Livingston Kankakee Workforce Board, arzasa@glkwb.com