



Administrative Assistant	
Department: Human Resources	Status: Full-time Exempt
Location: Elmhurst Campus	Reports to: VP of HR
Supervises: N/A	Last Reviewed Date: 10/18/2023
HR Review and Approval Date: 10/18/2023	Effective Date: 10/18/2023

Position Summary: The Administrative Assistant provides administrative support to the VP of Human Resources and Leadership through a variety of tasks. Additional responsibilities include working on ad hoc projects for the Leadership Team as directed and providing support to the CEO upon request. This role is responsible for the Front Desk and overall maintenance of the office supplies, kitchen area, and office. Among assisting in the distribution of company communications, will assist in the planning and execution of company meetings. This role will take an active role in employee engagement events to foster team building and wellness.

Essential Duties and Responsibilities include the following, but are not limited to:

Front Desk and Office Responsibilities

- Announce and reroute calls for staff members as needed.
- Receive packages and notify appropriate employees of their arrival.
- Greet all guests and notify appropriate employees of their arrival.
- Assist with room reservations upon request.
- Place company orders for kitchen and office supplies for all locations.
- Manage service providers for maintenance of offices such as aquariums, kitchen appliances, office cleaning, etc.
- Ensure that all meeting rooms are stocked with necessary supplies.
- Ensure that all break rooms are stocked with necessary supplies.
- Assist in other ad hoc projects as directed by VP of HR.

Leadership and Company Communications

- Draft company communications under the direction of the Leadership Team and VP of Human Resources, as requested.
- Distribute company communications as directed via the Leadership Team inbox.
- Managing info@diazgroupllc.com inbox and consistently screen emails and reroute to the appropriate department.

COO Administrative Support



- Calendar management; Keep track and maintain calendar current on a consistent basis. Responding to new requests, confirming appointments, ensuring sufficient time between appointments, communicating to manage time effectively, prioritizing tasks/schedule to prevent overlap, Schedule company deadlines, maintaining informative calendar entries
- Meeting Management; Document key takeaways and/or action items,. Record and distribute minutes or other records for meetings, interaction offering ideas, suggestions and/or questions
- Meeting Preparation; Understanding meeting objectives, researching, retrieving information as requested from meeting minutes, email, reports and other related documents

Leadership Team Administrative Support

- All Staff Meeting preparations, in collaboration with HR Staff, that includes but not limited to securing AV Equipment, ordering food if applicable, preparing slides, and/or handouts as needed.
- Assist CEO as requested.
- Coordinate and schedule travel, meetings, and appointments for the Leadership Team as requested.
- Collaborate with Leadership Team on ad hoc projects to achieve company initiatives.
- Assist in driving where needed for pick ups and drop offs.
- Route invoices to appropriate individuals as needed, presentations, reports, memos, letters, and other documents upon request.
- Local and International travel required, as needed.

Human Resources/Marketing/Philanthropy Support

- Assist VP of HR with marketing initiatives projects as assigned, such as, not limited to working with interns and ensuring projects stay on task.
- Work with HR Staff on the execution of employee engagement events that foster team building and other employee initiatives that promote wellness.
- Office Management
- Ordering Supplies
- Keeping office and rooms looking presentable for visitors and employees
- Serve as Host at various volunteering events
- Maintain notary certification for the organization
- Assist with travel arrangements for Leadership and Sales Staff as needed
- Assist with registration of various recruiting events and tradeshow

Qualifications including Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Proficient in Monday.com, Microsoft 365, Microsoft Office Suite, Google Workspace or related software.
- Must be willing to work both independently and in a team atmosphere



- Ability to deal with changing priorities, while maintaining personal effectiveness
- Ability to work under pressure, to perform multiple concurrent tasks and responsibilities
- Able to be flexible in work schedule and location, depending on the schedule of the owner
- Valid Illinois Driver's License, clean MVR record
- U.S. Passport for International travel

Education and Experience:

High School Diploma or equivalent, with a min of 5 or more years of administrative experience.

Language Skills:

Bilingual Spanish preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.



- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Name (print name): _____

Employee Signature: _____ Date: _____