



Shawnee Professional Services

EMPLOYMENT OPPORTUNITY: ADMINISTRATIVE ASSISTANT

Shawnee Professional Services is one of the foremost surveying and energy services firms in the region. Licensed in Illinois, Kentucky, and Missouri, we distinguish ourselves through our commitment to attentive service, efficiently completed work, and problem solving. Our professional staff provides services to private landowners, governments, utility companies, and commercial clients.

Our office in **Vienna, Illinois** has an opening for a full-time Administrative Assistant. Candidate will be expected to perform office tasks such as

- Client contact
- Scheduling
- Answering, screening, and routing telephone calls
- Preparing communications (emails, memoranda, etc.)
- Filing
- Taking meeting notes
- Maintaining spreadsheets and databases
- Arranging travel
- Assisting with marketing efforts
- Ordering supplies and equipment
- Processing invoices
- Processing accounts payable
- Preparing client deliverables
- Scanning, copying, and binding documents
- Other general clerical duties

For immediate consideration, **please email a cover letter and resume, with salary expectations, to zgarrett@shawneepsi.com**. Review of transcripts, employment eligibility check, drug test and/or background check may be administered before or after hire.

Minimum Qualifications

- Customer service skills
- Attention to detail
- Ability to handle many ongoing tasks at a time
- Effective communication skills
- Time management and organization skills
- Basic technological proficiency (desktop and mobile computers, Microsoft Office suite, email)
- High school diploma or general education degree (GED)

Preferred Qualifications (not required)

- Quickbooks experience
- Prior Administrative Assistant experience

SHAWNEE PROFESSIONAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER, CONSIDERING APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, ANCESTRY, SEXUAL ORIENTATION, VETERAN STATUS, PREGNANCY, OR ANY OTHER PROTECTED CLASSIFICATION.