

EXECUTIVE ASSISTANT

The Village of Glencoe (pop. 8,723) is seeking an Executive Assistant in the Village Manager's Office. Position provides administrative support to the Village Manager, Village Board and departmental staff. Position requires excellent clerical and computer skills, the ability to communicate effectively both orally and in writing, exceptional customer service/interpersonal skills and ability to maintain confidential and sensitive information. Desired candidate will possess an associates or four-year college degree and be proficient in a variety of Microsoft Office applications (Word, Excel, Access, PowerPoint), purchasing and recordkeeping functions. Knowledge of website maintenance and Adobe In-Design are a plus. Previous administrative and/or secretarial experience preferred.

Salary Range: \$50,500 - \$71,540

Submit cover letter, resume and completed employment application to Village of Glencoe, 675 Village Court, Glencoe, Il 60022, Attn: Village Manager's Office by 4:00 p.m. on Monday, February 6, 2012. Applications available online at: www.villageofglencoe.org. EOE.