



CAREER OPPORTUNITIES

7/26/18

Administrative Assistant (IL)

Department: Administration

At Hartsfield Village caring, compassion and personal connections is our main devotion. We believe the most effective way to provide compassionate senior care is to maintain highest integrity, provide beautiful surroundings, and build a team spirit among our friendly staff.

We are looking for an Administrative Assistant for the front desk in Independent Living (IL). . Must be warm, friendly, positive, and customer-service oriented in this highly-visible, fast pace position. Duties include answering phone, trouble-shooting residents request, maintains resident roster, creating and tracking resident's maintenance request, guest room reservations and maintains related spreadsheets/log books. Supervise receptionists, sorts and distributes mail, purchases and maintains inventory of office supplies.

Management experience preferred with an interest in working with the senior population. Seeking a self-starter, with the ability to multi-task, and prioritize in a fast pace environment. Must enjoy working on the computer with extensive knowledge of Microsoft Office Primarily work 8:00am – 4:30pm. Work schedule may vary according to necessity.

Please send resume to Hartsfield Village, Attn: Diane Beason, 10000 Columbia Avenue, Munster, IN 46321 or email resume to dmbearson@comhs.org or download an application online by visiting the Hartsfield Village website at www.hartsfieldvillage.com/Employment/Application. EOE