

Hesed House, Inc.
Public Action to Deliver Shelter
659 South River Street
Aurora, IL 60506
www.hesedhouse.org

OPEN POSITIONS

**Administrative Assistant
To the Executive Director**

Full Time

1 Position Available

Hesed House is looking for a full-time Administrative Assistant to the Executive Director.

Requirements:

- Excellent organizational skills
- Excellent writing skills (grammar, punctuation, etc.)
- Excellent communication skills
- High level of computer proficiency
- Pleasant demeanor
- Bilingual a plus

This position is primarily Mon-Fri 9am-5pm but requires occasional evenings and a few weekends per year.

Competitive salary, health benefits, pleasant environment, generous vacation\holiday package, & retirement.

Resume, cover letter and salary history to: Careers308@hesedhouse.org

PLEASE PUT THE NAME OF THE POSITION IN THE SUBJECT LINE.