

Job Posting: Administrative Assistant – Flossmoor Fire Department

Position: Administrative Assistant

Location: Flossmoor, IL

Job Type: Full-Time

Salary: \$54,410 to \$68,012

Application Deadline: January 31, 2025



The Flossmoor Fire Department is committed to serving our community with dedication, courage, and professionalism. We are looking for a detail-oriented and highly organized Administrative Assistant to join our team and assist with our administrative functions.

The Administrative Assistant at the Flossmoor Fire Department plays a vital role in supporting the Fire Chief and other supervisory staff by ensuring the efficient administration of the department's daily operations. The successful candidate will demonstrate excellent communication skills, proficiency in various administrative tasks, and a genuine passion for public service.

In this position, the Administrative Assistant will perform various clerical and administrative duties essential for the smooth functioning of the fire department. This includes managing correspondence, such as emails, phone calls, and letters, while ensuring all inquiries receive timely responses and proper documentation. Maintaining accurate records, files, and databases—including personnel files, incident reports, and inventory lists—is also a key responsibility.

Additionally, the Administrative Assistant will assist in preparing reports, presentations, and meeting agendas for department meetings and coordinating schedules for meetings, training sessions, and various departmental events. Financial responsibilities may include handling invoicing and assisting with budget tracking as needed.

The ideal candidate for the Administrative Assistant role should possess, at a minimum, a high school diploma or equivalent, along with prior administrative experience, ideally within a public or emergency services context. Exceptional organizational skills and a keen attention to detail are imperative, particularly in the Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook). The selected individual must exhibit outstanding verbal and written communication skills, demonstrate the ability to function independently and collaboratively as part of a team and uphold discretion and confidentiality when managing sensitive information.

Interested candidates are invited to submit a resume and a cover letter detailing their relevant experience and why they are a good fit for this position. Please send your [application](#) to [Fire Chief Robert Kopec](#) with the subject line "Administrative Assistant Application – [Your Name]" by January 31, 2025

This is a full-time, non-exempt position with full benefits and participation in the Illinois Municipal Retirement Fund (IMRF), a defined benefit retirement plan. Our comprehensive benefits package includes health, dental, vision, and life insurance. AD&D coverage, voluntary insurance, a health savings account, a 457 deferred compensation plan, paid time off, a wellness incentive program, and tuition reimbursement. Actual starting salary will depend on qualifications, experience, and professional achievement. The current salary range for this position is \$54,410 to \$68,012.

The Flossmoor Fire Department and the Village of Flossmoor are equal-opportunity employers. We celebrate diversity and are committed to creating an inclusive environment for all employees.