



AutonomyWorks

Title: Administrative Assistant

Location: Downers Grove

Type: Part time, Flexible, 10-15 hours/week

Rate: \$12-16/hour based on experience

The Company:

AutonomyWorks is a dynamic Social Enterprise whose mission is to create thousands of jobs for people with autism. We support clients around the country on the cutting edge of digital media and technology. Our work includes media operations, content management, and reporting and analytics. We have developed proprietary methods and tools that enable our team of Associates to deliver at exceptional levels of quality and productivity.

Led by a team of industry veterans, AutonomyWorks is growing rapidly and looking for motivated innovators to join our Team.

The Opportunity:

The Administrative Assistant will be self-motivated, detail-oriented and highly organized. Must be a team player and have strong math skills. Excellent communication and interpersonal skills, and the ability to prioritize multiple projects is essential. Must be proficient in Microsoft Office.

This position is flexible and may be adjusted to meet the day/time needs of the assistant.

Key Responsibilities:

- Provide direct administrative support to the Work Experience Training Program and the AutonomyWorks' management team
- Coordinate logistical needs of the Training Program, including: space, supplies, partners, correspondence, data collection and the grant reporting requirements
- Responsible for program billing, budget allocation and reporting
- Maintain supplies by checking stock to determine inventory levels; stocking items
- Organize and maintain paper and electronic files
- Maintain general office tidiness
- Manage time off requests
- Organize company events, including off-sites, birthdays, anniversaries and other related activities
- Design and implement office policies and procedures as necessitated by the changing needs of the company
- Assist with other special projects and duties as assigned

Skills and Knowledge:

- Excellent math and accounting skills
- Strong communication and interpersonal skills
- Proficiency with MS Office (Word, Excel, PowerPoint) and other basic desktop applications (i.e. MS Outlook, Exchange, internet tools, etc.) is assumed
- Detail orientated, energetic and highly organized

To be considered, please send a resume to recruiting@emailautonomy.com.

To learn more about our dynamic company visit our web site at www.autonomy-works.com. Additionally, we are an Equal Opportunity Employer that values the strength diversity brings to our workplace.