

CAREER OPPORTUNITY

Job Title: Executive Assistant
Location: Peoria, IL
Date: August 16, 2022

About IPOPIF

The Illinois Police Officers' Pension Investment Fund ("IPOPIF") was created by the Illinois Legislature and signed into law by Illinois Governor JB Pritzker on December 18, 2019. The law, Public Act 101-0610, provided for the mandatory consolidation of the investment assets of the state's public safety pension funds into two investment funds – one of which is for police. The consolidation of the investment assets of the 356 involved downstate and suburban police pension plans into one statewide investment asset pool will create a single trust fund with an estimated \$9.3 billion in assets.

IPOPIF is seeking outstanding applicants for the position of Executive Assistant. Under the direction of the Administrative Analyst, the Executive Assistant will provide day-to-day administrative support for the IPOPIF team.

Essential job duties:

- Daily scanning and filing of documentation
- Preparation of meeting packets, mailings and proposals including printing and binding
- Distributing faxes and mail to office staff members
- Answer office phone, screen calls and greet guests in a professional and pleasant manner
- Schedule meetings, manage office and leadership calendars
- Coordinate office meetings, including arranging and ordering for meals
- Coordinate travel arrangements for team members and keep expense logs
- Maintain inventory of office supplies and alert Manager when stock is running low
- Manage office repairs and deliveries with third party vendors
- Keep office presentable and tidy
- Special projects as assigned

Position Qualifications:

- 2 years of experience in administrative services
- High school diploma or equivalent
- Experience working in professional services or public pension industry preferred
- Proficient in Microsoft Office Suite including Outlook, Word, Excel
- Strong organizational skills and ability to multi-task
- Positive attitude

Application Instructions: To apply for this opening, please submit your resume and cover letter to Megan Holford at mholford@lauterbachamen.com with the subject line IPOPIF Executive Assistant position

EOE

M/F/D/V