



POSITION: Executive Assistant/Office Manager
DEPARTMENT: Executive Office
REPORTS TO: General Manager
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for an Executive Assistant/Office Manager at the McCormick Place Convention Center. The Executive Assistant provides executive-level administrative support to the General Manager (GM) and Assistant General Manager (AGM) and acts as the office manager for the Corporate Center. Interfaces with McCormick Place's multiple corporate partners; MPEA, Choose Chicago, Aramark, Hyatt Regency McCormick Place and Marriott Marquis Chicago.

Essential Duties and Responsibilities

- **Administrative Support:**
- Administers and performs day-to-day administrative and clerical functions for the General Manager and Assistant General Manager.
- Completes monthly facility reports for the GM, CEO of the MPEA and/or the ASM Global Regional Vice President.
- Coordinates and schedules meetings with the Executive Team, Corporate Partners, and other key stakeholders.
- Serves as an administrative liaison for the Executive Team to all internal business units (MPEA, Choose Chicago, SAVOR) other corporate partners and external vendors.
- Conducts research, compiles and prepares statistical reports.
- **Office Management:**
- Manages the corporate office area and associated facilities, coordinates maintenance for all electrical, telecom, housekeeping, and carpentry needs.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement, and housekeeping of office facilities.
- Manages the logistical move of staff and/or furniture for Corporate Center employees collaborating with the Carpenters, Electricians, Telecom and Housekeeping.
- Maintains fixed asset inventory.
- Organizes, manages, and implements small- and large-scale projects including booking labor, coordinating with onsite partners, project management, budget, and timelines.
- Coordinates with HR and IT to ensure all new employees are set up in a workspace on their first day.
- Works with the appropriate corporate partner with regards to the maintenance and usage of the Corporate Center dock area.
- Orders and maintains records of parking vouchers for all Corporate Center visitors.
- Maintains break room supplies and inventory.
- Performs other job-related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High School Diploma or G.E.D required. Bachelor's Degree in Business Administration or related field preferred.
- Five (5) years related high-level administrative experience at an executive level.

Skills and Abilities

- Ability to use all office equipment.
- Ability to type a minimum of 50 words per minute.
- Ability to prioritize tasks and handle multiple assignments at once.
- Ability to function well in a high-paced and at times stressful environment.
- Good communication, problem solving and organizational skills.
- Excellent customer service skills and public relations skills.
- Excellent time management skills with a proven ability to meet deadlines.

Computer Knowledge

To perform this job successfully, an individual must be proficient in Microsoft Word, Excel, and PowerPoint with the ability to learn new or updated software as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-10 hours daily. Must be able to lift up to 15lbs at times or as needed. The employee is regularly required to sit for long hours; using hand to handle files, type and operate offices machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle contracts, other office correspondence, etc.

Hours of work and travel requirements

Normal business hours. No travel required.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply:

External Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Executive-Assistant-Office-Manager_R10014697

Internal Candidates:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Executive-Assistant-Office-Manager_R10014697

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will accept applications from 12-02-22 and until position is filled