

CTBUH Executive Assistant / Receptionist

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's mission is critical to promoting a better urban future.

The CTBUH is seeking a sharp, talented individual to join our Administrative team to support the staff and needs of the Council in the maintaining of office systems and environment, member and customer relations, product sales and shipping. The person in this role will oversee the CTBUH office reception area and office space generally, office supply needs, storage and product inventory, as well as executive officer scheduling, travel needs and itineraries.

Are you reliable, organized and love to serve? Are you detail-oriented, highly motivated and eager to work in a fast-paced environment. You may be the perfect person to manage the CTBUH executive and support services that will enable our team to fulfill the work of this not-for-profit mission.

▶ KEY RESPONSIBILITIES:

- Oversee the daily needs of the CTBUH Office reception, by acting as the primary first contact for visitors. Coordinate executive scheduling, daily telephone calls, guest/visitor activities, information requests, and common email accounts. Maintain office services needs, such as daily mail receipt & distribution, physical and electronic filing, record keeping and daily logs.
- Process product sales orders and international shipping, overseeing customer correspondence, detailed record keeping, shipping logs, and quarterly inventory audits.
- Oversee organization of physical office environments, including office copier and equipment, storage and kitchen areas, purchasing of office supplies, work orders, room scheduling, and other administrative office systems.
- Oversee contacts database updates, maintenance and reports. Assist with Member and customer correspondence.
- Support executive staff in arranging of travel needs and itinerary, travel logs, business contacts, other special projects as needed.

▶ WE HAVE:

- A competitive salary and generous benefits package, including health, dental, vision, and life insurance.
- A 401(k) plan with up to 9% employer contribution.
- A team of sharp, friendly, committed staff members to work with.
- A Downtown Chicago location near public transportation and Lake Shore Drive.
- Gym and bike room access in the building, with CTBUH covering gym membership.
- An office culture that encourages new ideas and rewards personal ownership of tasks.
- Bonus time off between Christmas and New Year's Day in addition to standard holidays and vacation days.

▶ YOU HAVE:

- A Bachelor's degree in a relevant discipline.
- Two years administrative/secretarial/clerical with customer service experience.
- Excellent English language communication skills, both written and oral.
- Strong typing and data entry with superior accuracy.
- Proficient software skills, specifically in Microsoft Office applications.
- Excellent attention to detail and organizational skills.

▶ YOU MIGHT ALSO HAVE:

- Experience in Adobe Photoshop and InDesign.
- A passion for tall buildings, architecture, urban issues, and related topics.

HOW TO APPLY:

Please send (1) a brief cover letter explaining why you would be ideal for this role, along with (2) a resume and (3) writing sample to careers@ctbuh.org.
Your application must include: cover letter, resume, and writing sample.