

# ADMINISTRATIVE ASSISTANT

Upland Design Ltd · Goose Island - Chicago, IL (On-site)

Part-time Position- 20-24 hours a week

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Upland Design Ltd is a design firm focused on landscape architecture, park planning and outdoor urban spaces. As our team continues to expand, we are currently seeking an Administrative Assistant to work part time in our Chicago office. The ideal candidate for this position is adaptable, customer service-oriented, and thrives in an energetic environment.

The Administrative Assistant provides high level and quality administrative support to the professional team members. Prepare Word, Excel and PowerPoint presentations along with other business documents. The Administrative Assistant prepares correspondence, minutes, memos, and reports. This position also supports and receives support from our administrative team at our Plainfield, Illinois office.

## ESSENTIAL FUNCTIONS

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- Maintain daily schedules including internal meetings, conference calls involving multiple time zones, setting video conferences, and client meetings.
- Serve as a central point of contact for team administrative inquiries.
- Compose business documents, primarily using Microsoft Office applications.
- Aid management with proposal writing and project specifications.
- Assist with other duties such as file maintenance, photocopying, scanning, mailings, trouble shooting, timecard entry, calendar management and meeting planning.
- Support other colleagues when possible, providing timely answers to requests.
- Assist with office management duties and errands as needed.
- Special projects as required

## QUALIFICATIONS

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- Must have excellent organizational skills, demonstrated initiative, attention to detail, strong written and verbal skills, and a professional manner
- High level of independence, decision making, dependability, flexibility, and accuracy
- Must have intellectual curiosity and desire to learn
- Five years' administrative experience, preferably in an architectural or engineering environment
- High level skills with Microsoft Office Suite
- Comfortable performing Internet research, Photo Editing, Scanning, and File conversion
- Knowledge of e-Builder cloud-based construction management software is desired
- Ability to qualify as an Illinois Public Notary (or already be a Notary)

## ADDITIONAL INFORMATION

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- This is a part time Administrative Assistant position. \$22-\$25/hour
  - IRA plan with company match
  - Paid Time Off Accruing Monthly (Vacation, Sick)
- Upland Design Ltd is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.
- Check out our web site to see more information about the company.  
[www.uplandDesign.com](http://www.uplandDesign.com)
- **Email resume and work samples to [maryh@uplandDesign.com](mailto:maryh@uplandDesign.com)**



**uplandDesign Ltd**

Landscape Architecture and Park Planning

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