Executive and Administrative Assistant Position

Company Description

Since 2005, The Organic Gardener Ltd. (TOG) has been installing and tending organic vegetable gardens in Chicago, primarily on the North Shore. Our mission is to educate children and families about the benefits of organic gardening and provide them with the tools, skills and materials they need to grow healthful, vibrant food at home. We hold a high standard of design expertise, and attention to detail in design and implementation.

Job Responsibilities

-Executive Assistant responsibilities
  • Qualified candidate’s primary responsibility is responding to emails on behalf of TOG President and the Chief Operating Officer (COO) and maintaining both the President’s and COO’s schedules.
  • Other responsibilities include: driving executives to meetings and events; screening calls, taking messages and returning calls; booking travel arrangements; scheduling meetings; and other duties that arise in the day-to-day needs of running a business.
  • Position requires daily check-ins with President and COO with any needed updates.

-Personal Assistant responsibilities
  • Generalized support to the executives and their family, including running errands, grocery shopping for home and office, making reservations, placing orders, other clerical duties, and other family support tasks, as needed.

-Office Management responsibilities
  • Maintains office efficiency by planning and implementing office systems.
  • Purchases, takes inventory and organizes office supplies
  • Accepting office and warehouse deliveries

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Skills Required

- Excellent interpersonal skills, communication skills and attention to detail.
- Ability to follow and take specific directions and work closely with the executives.
- Sensitivity to confidential matters.
- Competency working with Mac computers including iCal, iContacts, iMail and all other related programs.
- Strong organizational skills and ability to work well with all levels of internal management and staff.
- Ability to create and manage office systems.

Office Location

The Organic Gardener Ltd. office is located in Highland Park, west of the Edens Expressway, which is not easily accessible via public transportation.

To Apply

Please email a cover letter describing your interest in this position and what you hope to gain from the experience, along with a resume to: info@theorganicgardener.net