



\$50,000-\$52,000

The Pleasant Dale Park District is seeking an energetic and customer-service driven individual to serve as our Office Manager. This position will be responsible for and will oversee all aspects of the front desk and program registration as well as front lines of communication with the public. The Office Manager is a full-time, exempt, "at-will" employee working a minimum of 40 hours per week. Some occasional night and weekend work may be necessary.

Qualifications: The ideal candidate will possess an Associate's degree in Business Management or closely related field with 1-2 years of career-related experience. Excellent organizational skills and customer service skills with youth, parents, staff, and the community at large are a must. The candidate must have the ability to establish and maintain effective working relationships with employees, volunteers, superiors, contractors, and the public. Basic computing proficiencies are also required.

The Office Manager must be CPR/AED and First Aid certified or ability to acquire within 3 months of hire. Candidate must also pass a physical examination, drug screening, and criminal background check. Possession of a valid Class D state-issued driver's license and demonstrated safe driving record required.

Benefits: Full-time employees are eligible for Medical, Dental, and Vision coverage along with PDRMA's P.A.T.H. monetary opportunities. Other benefits include paid time off through vacation, sick days, personal day, and 11 holidays annually.

Interested candidates are asked to send a current resume and cover letter to Matt Russian, 7425 S Wolf Road, Burr Ridge, IL 60527 or via email at mrussian@pdparks.org

No phone calls please