

Job Title – Shared Services Administrative Lead

Hours- Full-time

Reports to- Director of Human Resources

Location- Diocese of Joliet
16555 Weber Road
Crest Hill, IL 60403

Start a Great Career with a Great Purpose!

At the Blanchette Catholic Center, we serve, support, and collaborate with the clergy, religious, and lay leaders of our parishes, schools, and ministries to animate the mission of the Catholic Church through the Bishop's vision of Catechesis, Evangelization, and Faith into Action. We are recognized as a Diocese of choice!

DUTIES & RESPONSIBILITIES

- Oversee the work of the administrative assistants and program coordinators and ensure that workloads are evenly distributed.
- Manage the staffing of the reception desk and ensure that visitors are greeted courteously and directed to the specific individuals they are there to meet.
- Hands on administrative work for overflow and confidential assignments.
- Develops and provides additional training to administrative assistants and program coordinators to uphold a best practices service model.
- Oversees the shared office supply inventory and order as needed.
- Ensure that phones in every department are answered promptly and courteously and calls routed to the appropriate personnel.
- Manage the everyday details of the workplace that impact the administrative staff, including but not limited to approving timecards, vacation, sick and personal days.
- Ensure that department work is covered when a member of the administrative staff is sick, on vacation, or using personal time.
- Fill in as needed for absent administrative staff members.
- Coordinate daily with diocesan department heads to determine the administrative tasks that require completion.

QUALIFICATIONS

- Minimum of Associate Degree in office administration or related field required.
- Bachelor's Degree in Business Administration, Communication, or related field preferred.
- 1 – 3 years supervisory experience in a law firm, medical, non-profit, or corporate setting.
- Excellent typing, filing, telephone, and writing skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook) and Adobe programs.
- Strong organizational skills with the ability to operate office equipment, copiers, printers, and binding systems.

OTHER DUTIES AND RESPONSIBILITIES

- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.
- Handle other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES WHICH MAY BE REPRESENTATIVE, BUT NOT ALL-INCLUSIVE OF THOSE ASSOCIATED WITH THIS POSITION

- Exemplary leadership skills including self -motivation and self-starter.
- Good time management, prioritization, execution to meet deadlines and established goals.
- Excellent interpersonal skills, ability to relate to people at all levels within an organization.
- Innovative, ability to propose enhancements/changes to existing processes.
- Customer service centric focus (internal and external).
- Good listening skills, attentively and patiently listens to others.
- Work well under pressure.
- Attention to details, good judgement, problem solver.
- Neat and professional in appearance.
- A good Catholic theology formation including a passion for sharing/teaching the Catholic faith.
- Genuinely support and work with others in a Catholic environment.

WORKING CONDITIONS

- This is a full-time benefited exempt position. Normal work schedule Monday through Thursday 8:00 am to 4:30 pm and 8:00 am - 1:00 pm Friday. Additional time as necessary.
- General office conditions.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below 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 essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

If interested in this amazing opportunity, please send cover letter and resume to the Human Resources Department at humanresources@dioceseofjoliet.org.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.