



Orland Fire Protection District

Job Posting

Administrative Secretary – Orland Fire Protection District, Orland Park IL

The Orland Fire Protection District (OFPD) is accepting resumes for an Administrative Secretary position in Orland Park, IL.

The Administrative Secretary is responsible for performing various clerical, secretarial and administrative functions. Duties include, but are not limited to purchasing, accounts payable, clothing allowance reports, inventory reports, and record maintenance. This position will provide secretarial support to the Fire Chief and other personnel, as assigned.

Qualification requirements: High School diploma or G.E.D. certificate and a minimum of 1 plus years of secretarial experience. Experience in various types of computer software including, but not limited to, Word, Excel, PowerPoint. Good oral and written communication skills and the ability to maintain confidential information. Experience in using financial accounting software and to prepare spreadsheets. Experienced in purchasing and accounts payable functions and principles. Ability to work on and prioritize numerous tasks.

To apply, submit your resumes to:

Orland Fire Protection District
Attn.: Human Resources Director
9788 West 151st Street
Orland Park, IL 60462

Via e-mail:
j.chavez@orlandfire.org

Equal Opportunity Employer