



# WE'RE HIRING

**JOIN OUR TEAM!**

## EXECUTIVE ADMINISTRATIVE ASSISTANT

### DESCRIPTION

Perform a variety of complex and highly supportive duties for the Administration Department and Village-wide activities.

- Serves as Administrative Assistant to the Mayor, Village Administrator.
- Prepares agendas and reports
- Disseminates FOIA Requests

### REQUIREMENTS

- College level course work in accounting, business administration, finance, or closely related field. Associates Degree desired.
- 2-4 years of progressively responsible experience in office or admin work.
- Must successfully pass a background check

**APPLY NOW THRU APRIL 18, 2025!**  
**[hr@villageofbourbonnais.com](mailto:hr@villageofbourbonnais.com)**

**Full job description:**  
**[villageofbourbonnais.com/government/  
employment-opportunities](https://villageofbourbonnais.com/government/employment-opportunities)**

