



THE CITY OF JOLIET IS NOW ACCEPTING APPLICATIONS FOR ADMINISTRATIVE & EVENTS ASSISTANT

REQUIREMENTS

- ✓ Must possess a valid motor vehicle operator's license.
- ✓ High School graduate or GED equivalent with specialized course work in general office practices
- ✓ Strong organizational and time-management skills, with the ability to manage multiple calendars, timelines, and priorities
- ✓ Experience with Microsoft Office software

JOB DESCRIPTION



This position plays a key role in supporting dynamic operations, programming, and events at Billie Limacher Bicentennial Park and City Square. The Administrative & Events Assistant delivers essential administrative and customer service support that helps ensure smooth daily operations and the successful execution of City events, programs, and community activities.

Salary range \$53,438–\$85,112 per year with excellent benefits.
Applications will be reviewed as received.

TO APPLY AND LEARN MORE



Please visit <https://www.joliet.gov> for more information and to apply.