

HAMILTON PARTNERS, INC.  
300 Park Boulevard  
Suite 201  
Itasca, Illinois 60143-2636  
FAX: 630.250.8521

## **POSITION: PAYROLL ADMINISTRATOR – NORTHWESTERN SUBURBS**

One of the leading Real Estate Companies has an opportunity for a full time Payroll Administrator. This position will be responsible for processing the semi-monthly payroll along with other payroll related duties.

Payroll, excel and word experience is preferred. This individual must be a self-starter with strong organizational skills and be detail-oriented.

Please mail, email or fax your resume with the required application found on the website ([www.hamiltonpartners.com](http://www.hamiltonpartners.com)) to:

Hamilton Partners, Inc  
300 Park Blvd. Suite 201  
Itasca, IL 60143  
Attn: Julie Thompson  
[jthompson@hpre.com](mailto:jthompson@hpre.com)  
Fax: 630-250-4858

Resumes / applications will be taken through February 21, 2020.

Any referrals must download an application and fax or email to Julie Thompson. If any Hamilton Partners employee is interested, please notify Julie Thompson.