

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

POSITION: ADMINISTRATIVE ASSISTANT – DOWNERS GROVE OFFICE

Hamilton Partners, Inc., one of the leading suburban Real Estate companies, has a full-time opportunity available in our Downers Grove office for an Administrative Assistant. The Assistant will provide administrative support for the office Partners and will ensure efficient operation of the office. Responsibilities will include various office tasks: including correspondence, monitoring office supplies, maintaining partner schedules as well as coordination of marketing materials, proposals, leases and contracts.

We are seeking an individual who is Proficient in MS Office, Outlook, Excel and Word, works well with others, is detail oriented, has strong organizational skills, the ability to handle multiple tasks and possesses a positive attitude.

Please email or fax resume with required application found on the website (www.hamiltonpartners.com) to:

Hamilton Partners, Inc.
300 Park Blvd. Suite 201
Itasca, IL 60143
Attn: Debbie Decker
E-mail: ddecker@hpre.com
Fax: 630-250-4858

No calls please. Resumes/ applications will be taken through 2-15-25.