

FSCI has an exciting opportunity for a full-time Administrative Assistant to join our Elgin, IL corporate office team. FSCI is a highly respected third party building code and fire protection plan review company, providing services for more than 200 municipalities and fire departments. FSCI also provides consulting services for private companies throughout North America. Please feel free to visit our website to learn more about FSCI at www.firesafetyfsci.com.

We offer employees a competitive salary and comprehensive benefits package.

- Health/Vision/Dental Insurance
- Aflac
- Credit Union
- Flex Spending
- 401K Retirement Plan
- Short-term/Long-term Disability
- AD&D and Life Insurance

We are an equal opportunity employer committed to compliance in all respects with all applicable federal and state laws.

Salary Range - DOQ: Starting from \$18.95 to \$22.56 per hour

Responsibilities:

Main responsibilities include, but are not limited to:

- Answer telephone calls and assist our clients and customers
- Proofread and format plan review letters
- Send plan review letters to clients and customers
- Organize packet for each plan review submittal
- Create invoicing using QuickBooks
- Provide backup to other staff

Requirements:

- MS Office 2013 proficiency with Word, Excel, and Outlook a must!
- Excellent oral and written communication skills
- Basic knowledge of QuickBooks