

FSCI a division of PSI has an exciting opportunity for full-time Administrative Assistant to join our Elgin, IL corporate office team. FSCI is a highly respected third-party building, fire and life safety code plan review and consulting company, providing services for more than 200 clients including municipalities, fire departments and private companies, across 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
- PTO time after 3 months
- Sick time after 3 months

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

Pay Range – Depending on Qualifications: Starting from \$20.66 to \$25.43per hour

Responsibilities: Main responsibilities include, but are not limited to:

- Answer telephone calls and assist our clients and customers
- Accepts incoming plan review packages and follows municipalities' information sheet.
- Proofread and format inspection reports and providing follow-up with open report items.
- Take part in the FSCI Marketing Team
- Handles vendor show processing and clothing/equipment inventory
- Keeps track of all company memberships, resumes, CVs and BIOs.
- Assist with seminars; oversee contracts, edit/create PowerPoint presentations, coordinate CEUs, etc.
- Assist with consulting, understanding the customers' needs, preparing consulting files, proofreading proposals and reports, maintaining hours logs for invoicing and following up on past dues.
- Provide backup to other inspection staff members.

Requirements:

- MS Office proficiency with Word, Excel, and Outlook a must!
- Excellent oral and written communication skills
- Heavy proofreading skills
- Marketing experience
- Lift large drawings that can weight +/- 20lbs.
- Handle a fast-paced environment with extreme multi-tasking