

ADMINISTRATIVE ASSISTANT



Position Description

If you are a quick learner, able to figure out what needs to be done to keep an office running smoothly, can work independently with little supervision as well as in a team setting, and enjoy administrative work as a long-term profession you might be a fit for our office.

Company

For the past 20 years, Beacon Funding Corporation has been providing equipment financing solutions to all types of organizations, new and established, throughout a variety of industries in the United States and Canada. Headquartered in Northbrook, Illinois, Beacon's nationwide sales and support team is close and accessible to its network of equipment vendor partners and business client base.

Our Focus Equipment manufacturers are faced with intense economic pressures. Equipment payment options need to be flexible, innovative, and competitive to allow companies to acquire the technology they need to grow and prosper. As a result, today's equipment manufacturers partner with financing companies like Beacon.

Job Responsibilities

- Maintaining a system for handling office routine
- Typing, proof-reading, and distributing forms, letters, records, and reports
- Organizing and maintaining files, records, and office supplies
- Performing special assignments as requested by department
- Handling all phones and directing sales calls to the appropriate salesperson
- Operating and maintaining basic office equipment
- Opening and distributing mail
- Scheduling meetings and maintaining calendar
- Dismissing solicitors in a business like manner
- Managing mailings and processing incoming mail

Job Requirements

- Professional and dependable with a positive attitude
- Ability to multi-task in a fast-paced environment
- Ability to operate office machines
- Strong interpersonal and communication skills
- Strong planning and organizational skills
- Basic knowledge of personal computer software concepts
- Intermediate proficiency with MS Word
- Knowledge of grammar, spelling and punctuation
- Knowledge of accounting concepts and software
- Working knowledge of leasing practices

Websites

www.beaconfunding.com
 www.commercialtruckfinancing.com
 www.boomtruck.com
 www.equip-used.com

How To Apply

- Visit www.beaconfunding.com/careers/apply and fill out our online application.
- Alternatively, fax your application to Mark Grimmenga at 847-897-1773 or email it to mark@beaconfunding.com.

Contact Beacon

Mark Grimmenga

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