

## Administrative Assistant

Taylor Johnson, a public relations firm specializing in real estate and located in northwest suburban Niles, is seeking an energetic, detail-oriented administrative assistant.

A part-time position, the administrative assistant performs a wide range of administrative and PR support duties related to the daily operations of the boutique firm, which is currently operating remotely. Candidates must be able to juggle multiple tasks and deadlines while immersing themselves in the company and broader real estate industry.

### Typical duties include:

- Create and modify documents and reports using Microsoft Office
- Maintain and update agency databases
- Review and distribute press releases
- Create and manage media lists
- Assist PR staff with research projects
- Coordinate client award nominations
- Help manage agency's social media channels
- Assist with office operations

### Candidates must possess:

- Exceptional communication / interpersonal skills
- Excellent time-management skills, with an eye for detail and ability to meet multiple deadlines simultaneously
- Ability to work independently or as a member of a team
- Honesty and integrity
- A great work ethic
- Creative, outside-the-box thinking
- An interest in residential and commercial real estate (existing knowledge not required)
- Direct experience with social media
- Extensive knowledge of Microsoft Office

Founded in 1977, Taylor Johnson counts as its clients many of Chicago's largest development, brokerage and real estate service companies. To learn more about the company, please visit our website: [www.taylorjohnson.com](http://www.taylorjohnson.com).

Our team has diverse backgrounds, but we share a passion for real estate and public relations. We love our work, which is why we have a lot of fun doing it. Thanks to our collaborative culture and creative, results-driven approach, we have built a quality, long-term client base – including our very first client, a more than 40-year relationship – and excellent reputation within our industry and among the media.

Visit our website – [www.taylorjohnson.com](http://www.taylorjohnson.com) – for more insights. Submit resumes to [resume@taylorjohnson.com](mailto:resume@taylorjohnson.com).