

SEEKING AN ADMINISTRATIVE ASSISTANT

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Join us on our mission to serve our community when they need it the most.

The Belvidere Fire Department is seeking a highly organized, creative, and fast-learning Administrative Assistant to support our department's daily operations. This full-time role is essential in ensuring smooth administrative processes, accurate documentation, and effective communication within the Belvidere Fire Department and the Community.

Key Responsibilities

- Serve as the primary point of contact for administrative inquiries and general reception duties
- Maintain department calendars including vacation and attendance records
- Prepare and submit local, state, and federal grant applications and submit for reimbursements
- Complete basic accounting tasks including bills payables, and maintenance of records
- Prepare, proofread, and organize official documents and reports
- Create reports using various software platforms
- Create presentations, spreadsheets, memos and documents
- Attend meetings, take accurate notes, and compile minutes
- Perform general administrative tasks and special projects as assigned
- Maintain our website and assist with media

Required Qualifications

- Extremely organized
- Professional and courteous
- Ability to grasp new concepts quickly
- Comfortable with using/learning cloud-based data platforms
- Comfortable using or learning to utilize LLM's to enhance efficiency

Location: Belvidere Fire Department, 123 S. State St., Belvidere, IL 61008

Salary Range: \$38,000 - \$42,000

Schedule: Full-Time, 40 Hours per Week

Benefits: Medical insurance | Paid personal leave | Paid holidays (after 90 days) | IMRF pension

Interested applicants should forward a cover letter and resume to Fire Chief Shawn Schadle,

EMAIL: chief@belviderefire.com