

SEEKING AN ADMINISTRATIVE ASSISTANT

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Since 1886



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

- Front desk/reception and respond to routine administrative inquiries
- Manage calendars, meetings, and departmental schedules
- Track attendance, leave, and related records
- Draft, proofread, and format letters, reports, and forms
- Prepare meeting materials, take minutes, and track follow-ups
- Support grants, reimbursements, and required documentation
- Assist with invoice/AP paperwork and expenditure tracking
- Maintain files, document control, and records retention compliance

Required Qualifications

- Proficient with modern office software and cloud-based tools
- Strong written, verbal, and customer-service skills
- Accurate, organized, and able to meet deadlines with frequent interruptions
- Maintains confidentiality and professionalism
- Able to learn and follow FOIA support and records retention procedures

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

Apply at: <https://www.belvidereil.gov/employment-opportunities/>