



**Position:** Administrative Assistant

**About The Cook County Pension Fund:** The Cook County Pension Fund (the Fund) administers retirement, survivor, retiree health and disability benefits to employees and retirees of Cook County and the Forest Preserve District. There are approximately 20,000 active members (employees), 21,000 annuitants (retired employees and survivors of retirees). The Fund is governed by a 9-member Board of Trustees. The Fund holds investment assets of over \$14 billion as of December 31, 2024.

The Fund is administered in accordance with the Illinois Pension Code by staff from one office location. While ensuring compliance with the Illinois Pension Code, staff efforts are focused on providing outstanding service to members, efficient operations, and prudent utilization of resources. Work is conducted in a professional work environment where employees have development opportunities to grow and learn.

### **Job Description and Responsibilities**

The Fund is seeking a full-time administrative assistant to provide various administrative services at the front desk of the Fund office by supporting members and various departments. The position will report to the Deputy Executive Director and will be essential in the management of daily member related operations, staff support, and member services.

Essential Duties of the Position include, but are not limited to:

- Manage the visitors with exceptional professionalism
- Understand all Fund benefits available to ensure calls are directed to appropriate department
- Coordinate calls and direct them to applicable departments
- Schedule members and annuitants for benefit counseling by coordinating with various departments
- Check voice mails and log calls for staff
- Serve as a back up to document management department
- Work along with team members to ensure there is coverage at front desk
- Assist with Board meeting preparation
- Other duties as assigned



## **Job Qualifications**

Requirements and Skills of the position include:

- Proficiency in Microsoft Office
- Excellent interpersonal and organizational skills
- Strong attention to detail and demonstrate good judgment
- Ability to maintain the highest level of confidentiality and integrity
- Interest in learning, adapting to change, and supporting the efforts of a public retirement system and its members

This position is a full-time position which requires all work to be performed onsite at the Fund office in downtown Chicago Monday-Friday, with an eight-hour workday beginning at approximately 8:30am. While performing the duties of this job, the employee is required to sit, use hands, talk and hear. Employment includes participation in the pension system, along with other generous benefits.

### Additional Information

Work Location: 70 West Madison, Suite 1925  
Chicago, IL 60602

Compensation: \$50,000 - \$55,000

How to Apply: Please submit resume and cover letter to:  
[careers@countypension.com](mailto:careers@countypension.com)

This position will remain open until it is filled, and applications will be reviewed as received.