



Administrative Assistant

ABOUT CTBUH

The Council on Tall Buildings and Urban Habitat is a nonprofit organization dedicated to smarter, more sustainable cities and a more viable future for global populations. CTBUH convenes the shapers of cities, providing the knowledge and resources that will transform cities into dense and livable centers of innovation.

WHO WE'RE LOOKING FOR

CTBUH is seeking an Administrative Assistant to work predominantly in our Research and Thought Leadership group, to perform administrative duties in support of research projects that support the Council's mission of promoting a better urban future. Reporting to the President, the position involves extensive email and telephone outreach campaigns as well as project administration, and demands a high level of organization. The role will also support the President administratively, with additional responsibilities including organizing daily calendars, meetings, travel plans, itineraries, and agendas; as well as preparing reports and presentations, screening calls, and handling information requests.

POSITION LOCATION

CTBUH is headquartered in downtown Chicago, Illinois, with offices in Italy and China. This position is in the Chicago office, and will need to work onsite in our Chicago office at least four days per week. CTBUH does offer the work-from-home option on Fridays as an employee benefit.

ESSENTIAL RESPONSIBILITIES

- Provide administrative support for all manner of CTBUH research projects (large, small, externally and internally-funded), including liaison with finance & administration and other teams.
- Provide organizational assistance to the President, Director of Research, and the Research and Thought Leadership team.
- Be a creative, enthusiastic, detail-oriented, self-starter with a strong sense of ownership, eager to work in a fast-paced environment.
- Assist in updating and reconciling public-facing tall building databases and internal customer relationship management (CRM) systems.
- Manage the CTBUH Research Library.
- Handle matters expeditiously and proactively, with follow-through on projects to successful completion within deadlines.
- Manage the internal and external meetings and calendar.
- Make travel arrangements; plan appointments; arrange detailed travel logistics, itineraries, and agendas; prepare support materials, meeting reports and presentations; manage travel club updates and tracking; manage travel finances and expense reports.

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REQUIRED QUALIFICATIONS

- A Bachelor's degree
- Strong prioritization, organizational and communication skills, with the ability to scope and manage projects
- A great attitude and professional demeanor

EQUAL OPPORTUNITY EMPLOYER

We believe at CTBUH that our work benefits from the diverse perspectives of our staff and the community we serve. We encourage applicants to review our diversity statement at ctbuh.org/edi-committee-statement.

CTBUH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HOW TO APPLY:

Qualified applicants should send cover letter and resume to: careers@ctbuh.org.

ctbuh.org/careers

