



Executive Administrative Assistant & Office Coordinator

Autobahn Country Club – Joliet, IL

Autobahn Country Club is seeking a **detail-oriented and resourceful Executive Administrative Assistant & Office Coordinator** to support our executive leadership team while helping coordinate daily office operations across the Club.

This role provides administrative support to the **CEO, COO, and CFO** while assisting with internal operations including office coordination, property records, HR support, contracts, billing communication, and insurance documentation.

Responsibilities

- Provide direct administrative support to the CEO, COO, and CFO including scheduling, correspondence, and document preparation
- Manage incoming requests from department heads requiring executive review or coordination
- Assist with drafting and managing event and track rental contracts with the Events Director
- Coordinate office operations including supplies, incoming calls, and mail handling
- Maintain property database including garage assignments, lease documents, and maintenance requests
- Support onboarding of new employees and assist with HR-related administrative tasks
- Track Certificates of Insurance (COIs) and maintain insurance documentation
- Assist with member billing coordination and internal operational materials

Qualifications

- Strong administrative and organizational skills with experience supporting executive leadership
- Proficiency with Microsoft Office, Google Workspace, and basic data management
- Ability to manage multiple priorities and maintain strong attention to detail
- Ability to handle confidential information with professionalism and discretion
- Experience with HR or billing processes is a plus

Compensation & Benefits

- Full-time salaried position based on experience
- Health insurance, PTO, and 401K participation

Join a collaborative team in a unique motorsports environment and play an important role in supporting the operations that keep the Club running smoothly.

Interested candidates should submit a cover letter and resume to SarahGimbel@AutobahnCC.com