

Office Assistant: Coord activities of constr comp. Bank deposits. Resolve complaints. Perform admin functions: drafting corresp, sched appts, org & maintaining paper/ electronic files, info to clients, employees, subcontractors. Op office eqpt. Prep docs for accountant. Enter info into acc system. 24 months exp of any office admin position. HS or foreign equivalent. Res: MK Construction & Builders, Inc. 2000 N Milwaukee Ave, Chicago IL 60647