Office Administrator: Mundelein IL. Coord admin activities of comp to obtain optimum efficiency in sales & ops to max profits. Coord sales, bookkeeping. Comm w/clients, employees, subcontractors, accountant. Prep contracts, proposals & estimates. Prep docs for accountant, bookkeeping, monitor financial records, pay invoices, complete payroll. File tax returns. Customer service. 2 yrs exp in any business admin-related position. HS. Res: Exclusive Design Center, Inc; office@exclusivedesigncenter.com