

Office Administrator: Hickory Hills IL. Admin support for electrical comp. Manage sched, coord meetings. Answer phone calls. Customer & office support. Docs prod, incl financial docs, enter data into QuickBooks. Prep docs for accountant. Track project timelines. Comm via phone, email, mail. Promote sales. Prep estimates for clients. Update website, social media. Monitor marketing. HS. 1 yr of any business admin exp. Res: MPower Services, Inc. januszbiz@gmail.com