

Office Assistant: Des Plaines IL. Coord activities of law office. Resolve complaints re legal services. Clerical & admin functions: drafting corresp, sched appts, org & maintain paper, electronic files, info to clients. Enter info into database. Op office eqpt. Prep docs for accountant. Customer service. Issue invoices, accept payments. 3 months of any business admin experience. HS. Res: Law Offices of Metin Serbest LLC; hr@serbestlaw.com