

Administrative Assistant: Clerical & admin functions: drafting corresp, sched appts, org files, info to clients/vendors. Enter info into database. Op office eqpt. Prep docs for accountant. Create, maintain customer accounts, serve as primary point of contact. Manage bills, draft invoices, prep monthly billing. Comm regularly w/clients, drivers, keep track of client transactions, payments. HS. 2 yrs exp. Res: Gold Equipment, Inc. 639 Harms Rd, Glenview IL 60025