

Administrative Assistant: Clerical & admin functions: drafting corresp, sched appts, org, files, info to clients. Enter info into database. Op office eqpt. Prep doc for accountant. Create & maintain customer accounts. Manage bills, draft invoices, prep monthly billing. Comm regularly w/clients, drivers, keep track of trans. HS. 2 yrs exp in any business management related position. Res: Gold Equipment, Inc. 639 Harms Rd, Glenview IL 60025