

Job Description

**EXECUTIVE ASSISTANT
to Executive Vice President**

- Monthly Newsletters
- Distribution Lists
- Presentations
- Travel
- Filing
- Expense reports
- Update calendar
- Set appointments & conference calls
- General copying, faxing, mailing, etc.
- Special Projects as necessary

MIDWEST, WEST, EAST

12 Executive Court, #1
South Barrington, IL 60010
Phone: (847) 277-9500
Fax: (847) 277-6956

ROCKY MOUNTAINS

948 North Street, #4
Boulder, CO 80304
Phone: (303) 544-5933
Fax: (303) 544-5914

SOUTHWEST

4016 Manchaca Rd.
Austin, TX 78704
Phone: (512) 328-6233
Fax: (512) 328-6525

NORTHWEST

5100 S. Dawson St., #103
Seattle, WA 98118
Phone: (206) 723-3023
Fax: (206) 721-2419