



**ECONOMIC INTERNATIONAL
CONSTRUCTION CO., INC.
GENERAL CONTRACTOR**

720 S. Caton Avenue BALTIMORE, MARYLAND 21229

Office Assistant

Compensation \$31,200 Annually
Employment Type Full Time

Why Work Here?

“Minority Construction Company that is growing”

Construction Company seeking skilled office assistant. Some formal education in accounting and business administration, must be proficient in the use of computer especially Microsoft Excel, Word and PDF applications; 10-key adding machine experience; use copy machine to print, scan, sort and compile documents; use typewriter; telephone mannerisms; email compliant; avid listener, quick learner and follow direction adequately.

About Economic International Construction Company, Inc.

Construction Company has been in business since 1988.

Come check us out online at: www.eicci.com

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