



Brenda Peterson

Office Manager



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Brenda has been with HRST since fall of 2001. She supports the company by maintaining office systems and assisting the staff. Below are some of the duties she performs.

- ◇ Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems.
- ◇ Achieves financial objectives by preparing financial statements, and carrying out accounts payable and receivable.
- ◇ Completes operational requirements by managing travel arrangements and maintaining the schedule calendar.
- ◇ Accomplishes the coordination of marketing and training events.
- ◇ Supports staff with various tasks to implement productivity
- ◇ Maintains office efficiency by planning and executing office systems, layout and equipment procurement.