



## Kris Krowech

### Administrative Assistant

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Kris began her career with HRST by working part-time from March to November, 2007. She became a full-time employee in December of 2007. She supports Brenda, the Office Manager, with many of the daily tasks that help maintain various office systems and by assisting the staff. Some of these tasks include:

- ◇ Organizing office operations and procedures, controlling correspondence and designing filing systems.
- ◇ Helping achieve financial objectives by assisting with various financial processes.
- ◇ Managing travel arrangements for the staff.
- ◇ Assisting with the coordination of marketing and training events.
- ◇ Supporting the staff with various tasks to implement productivity.
- ◇ Maintaining office efficiency by planning and executing various office systems.