



720.872.9099 (fax)
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Thornton, CO 80602
depo@rmreporting.com

Full-time office position
in Thornton, Colorado
M-F 8 a.m. to 5 p.m.

Duties include:

Answering phones

Scheduling depositions

Maintaining e-mail

Production of transcripts

Some knowledge of Microsoft Outlook,
Excel, Word, QuickBooks

Looking for a detail-oriented, multi-tasking
Individual

Fax, mail, or e-mail your resume to
Angie Baca