

Executive Admin to CEO  
Brand Keepers  
461958  
403 International Parkway, Suite 505  
Richardson, Texas 75081  
Send resumes to [info@brandkeepers.com](mailto:info@brandkeepers.com)

We are a fast-paced promotional product, signs and banners, printing and event management company based in Richardson, Texas. I am seeking an executive admin with industry experience to support me directly. The candidate must have knowledge of the industry and a high-level of integrity and work ethic.

This is a full-time plus position with a \$40,000+ salary, 10 personal days, matching 401k, paid bank holidays, major medical, dental and optical plans available and light travel. There will be bonus opportunities throughout the year.

You must have knowledge of all office suite products, power point, a basic understanding of art files and a willingness to learn other software platforms.

You will be busy, so please only apply if you are not afraid to work hard and make things happen. Send resumes to [info@brandkeepers.com](mailto:info@brandkeepers.com)

Thank you,

Lee Giles

