

## ISS – About Us



### Our Office Manager

As we indicated on the “Director” link, the company has 3 directors and 1 office manager (our boss) Sheila. We provide a brief on Sheila as follows.

Sheila provides the backbone to our company. She is a very understanding lady, with a wealth of experience in Office Administration.

When it comes to keeping things (the business) in order, Sheila is our “go to” person. It’s difficult to describe all of her job functions, but certainly she has “most” of the answers when it comes to “office” things. Along with jobs such as orders, phone communications, emails, and keeping track of our clients and students, etc. – Sheila is our main contact person.

If she doesn’t have an answer for you, she will certainly get one “pronto”.

***“The person who knows “how” will always have a job. The person who knows “why” will always be his boss.”***

(Diane Ravitch, Time, 6/17/85)

We look forward to serving you!