

# Assistant production pr personal computer PC work



Location **California**  
<https://www.genclassifieds.com/x-258653-z>

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 ~~~~~NEEDED ASAP~~~~~  
 ~~~~~ HONEST and LOYAL employee~~~~~  
 who will be working for personal tasks and as well as for company matters

\*\*Be sure to list ALL the experience you have

**RESPONSIBILITIES INCLUDE:**

- CONTACTING PR COMPANIES, PRODUCERS, photographers, magazines
- U HAVE to have good PEOPLE SKILLS and some background in PR
- KNOWING HOW TO POST ONLINE ON WIKI IMDB FIVERR KICKSTARTER etc
- HOW TO CREATE PDF PRESENTATIONS POST ON IG AND TWITTER FB
- Responding to emails, personal, business, putting up ads, running errands, taking and placing calls
- HAVE TO HAVE ID SSN & TRANSPORTATION

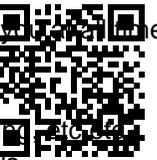
**JOB REQUIREMENTS:**

- document typing, scanning, printing, emails correspondence, schedule, calendar etc
- Creative and a fast learner

- ON TIME  
 If you are applying, please include with your resume, portfolio, photos NOT

Trustworthy, reliable  
 HIGHLY MOTIVATED  
 Computer skills, word, excel, pc editing, printing, etc  
 - EXCELLENT Verbal and communication skills

- 5 days a week

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