

## Assistant production pr personal computer PC work



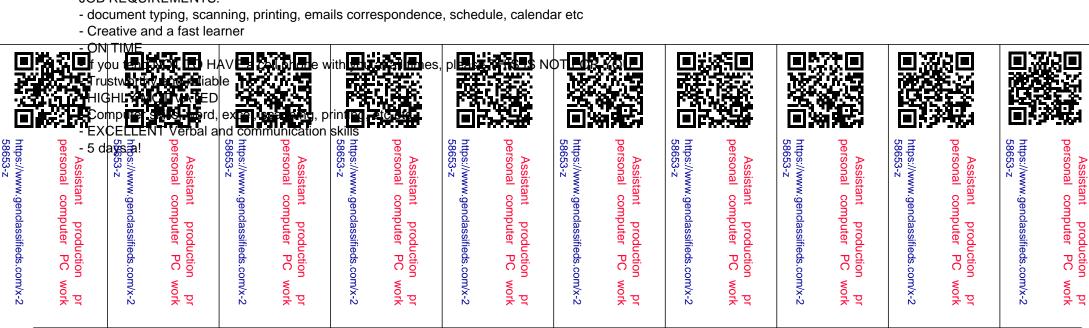


who will be working for personal tasks and as well as for company matters

## **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:





<sup>\*\*</sup>Be sure to list ALL the experience you have