

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 not available with the times, please do not apply



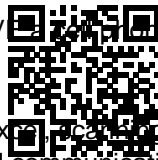


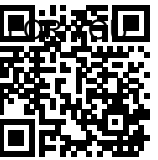
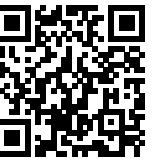
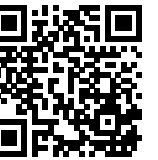
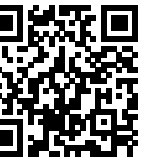

Trustworthy and reliable

HIGHLY ORGANIZED

Computer skills word, excel, pc editing, printing etc

- EXCELLENT Verbal and communication skills

- 5 days a week

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