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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 [illegible] HAVE [illegible] with [illegible] times, please [illegible] NOT [illegible]
- Trustworthy and reliable
- HIGHLY MOTIVATED
- Computer skills (word, excel, [illegible], printing, access)
- EXCELLENT Verbal and communication skills
- 5 days a!

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