

Assistant production pr personal computer PC work (los angeles)



Location **California**
<https://www.genclassifieds.com/x-258654-z>

~~~~~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

AVAILABLE ON SHORT NO

If you tell me you HAVE to be with me at a certain time

Trustworthy and reliable

HIGHLY MOL NEEDED

- Computer skills, word, excel, scanning, printing, etc etc

- EXCELLENT Verbal and communication skills

NOT QUITTER!! IF YOU'RE LOOKING FOR A 6 MONTH

IM LOOKING TO EMPLOY PERSON FOR LONG TIME

ABOUT 4-5 days a week!! FLEXIBLE SCHEDULE!

ABOUT

you can work with me

you can work with me