

Assistant production pr personal computer PC work (los angeles)



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

AVAILABILITY SHORT NOTICE

If you want to HAV a chance with us, please DO NOT  
 Trustworthy and reliable

HIGHLY NEEDED

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

- EXCELLENT verbal and communication skills

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

IM LOOKING FOR TO EMPLOY PERSON FOR LONG TIME! 23 YEARS WITH STEADY PAY RISE STARTING AT 8/HR

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

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