

Exec Assistant Needed (Los Angeles)



Location **California**
<https://www.genclassifieds.com/x-379424-z>

Music Production/Licensing Company Exec looking for personal assistant. Job will be full time. Will consider part time for the right person. Very fast advancement possible and likely, unless your horrible. Learn and work in Entertainment Industry! Amazing Gig!

You must have WORKING and RELIABLE car, have valid license, be ready for crazy hours(sometimes)....fantastic perks(yes...really...) Not take yourself too seriously(but be serious sometimes) Able to think "on your feet", meet deadlines, be able to be very professional(when needed) and not be a jerk(hardly ever)

If you think this is a good gig for you...please reply asap with your resume(if you have one)....links to your social networking sites(if you have any) and a headshot, so we can get a better idea of who you are....

thanks and GOOD!

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