Job Ad Request Form

# Employer Information

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| Contact Name | Sally Fitzgerald | Department  Administration  Development  Human Resources  Marketing  Production  Sales |
| Phone | 301-222-8523 |
| Email | sfitzgerald@consoto.com |
| Address | 123 Oak St.  Rockville, Maryland 20850 |

# Job Ad Information

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| Job Title | Marketing Assistant | |
| Location | Rockville, Maryland | |
| Job Type  Full time  Part time  Intern  Contractor | | Contract Type  Permanent  Temporary  Fixed term  Seasonal |
| Job Description | Seeking a part time employee to help manage all aspects of the business, including marketing and social media. Position is part time, 15-20 hours per week, during business hours. | |
| Requirements | * Experience with sales, social media, graphic design * Excellent writing ability * Proficiency with Microsoft Office * Clear and professional voice for phone calls * Ability to work independently and manage multiple tasks * Marketing experience | |
| Est. Start Date | 10/24/2017 | |