

Political Executive Assistant to the Chairman

Direct Marketing Agency located in Manassas is looking for someone to assist the Chairman. You will be one of two Executive Assistants to the Chairman.

Must have excellent communication, organizational and dictation skills. Typical skill sets include strong Microsoft Office, Outlook/E-mail, Internet research, domestic and international travel itineraries; heavy calendar scheduling; delegating/retrieving vital information; and various special events and projects.

A requirement for this position is they have a conservative political background, keep up daily with news and are an “activist” for conservative causes.

Please submit your resume and salary requirements with a cover letter stating your interest in this position to Vi Shields at resume@americantarget.com or FAX to 703-392-7654. Great benefits and salary commensurate with experience.