

## **Executive Assistant to the Chairman**

Direct Marketing Agency located in Manassas is looking for the right person to assist the Chairman. You will be one of two EA's to the Chairman and will train with the current EA.

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 plus would be an individual with a conservative political background; one who keeps up daily with numerous news outlets and is an "activist" for conservative causes and/or has had political campaign experience.

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

If qualified, you will be contacted for a telephone interview prior to personal interviews at the office.