

Monday, October 27, 2014

Hello and thank you for inquiring about the job description. I am currently a freelanced vocal performer/entertainer wearing all of the hats and in need of light assistance. I plan for the whole year and work backwards to ensure that all of the FAQs have been addressed so that things can work out accordingly. Your job is crucial and very important. You will need to be an independent worker without supervision, creative, able to think outside of the box and self-motivated.

You duties are as follows:

- Website and technical problem resolutions.
- Protecting the privacy settings, username and password problems, installing and uninstalling basic software applications. Ensuring up to date hardware and software set ups.
- Stay current with trending social networks, changes and updates, software and applications.
- Offer alternative solutions where appropriate with the objective of retaining fans and client business.
- Creativity with fliers, pics and electronic resources.
- 24 hour turn around resolutions.
- Follow up and schedule call backs when necessary.
- Must have relevant software computer applications and equipment
- Effective listening skills
- Multi-tasking capabilities.
- Assist with promotion, marketing and other electronic networks