



Account Assistant

OCTOBER 21, 2009

LaBreche is seeking a self-motivated, enthusiastic and talented individual to join our team as an Account Assistant.

Duties and Responsibilities:

- * Assist teams with research
- * Write news releases, contributing articles, query letters and other related materials
- * Disseminate information to media outlets and conduct media relations
- * Assist teams with PR tradeshow support

- * Provide administrative support to teams

Qualifications and Experience Required:

- * Minimum 1 year PR experience
- * Must be driven and detail-oriented
- * Able to multi-task and prioritize to meet deadlines
- * Possess excellent verbal and written communications skills
- * Must have a degree in a relevant course of study

If interested, please e-mail your resume, cover letter and writing sample(s) to Andrea Buzzell, abuzzell@labreche.com.