



Account Assistant

APRIL 29, 2010

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

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