

MARKETING ASSISTANT

The Ousset Agency, a full service advertising firm, is seeking a part time Marketing Assistant to help a variety of marketing related tasks including:

- Literature request fulfillment
- Development of new marketing print and digital materials for the agency
- Database development and maintenance
- Agency mailing coordination
- Proposal generation
- Web research and telephone coordination

The ideal candidate should have a excellent written and verbal communication skills and have a good working knowledge of Excel, Word, ACT and speedy internet research skills.

The hours include a flexible schedule of 15-25 hours per week during normal business hours. The starting pay is \$8.00 per hour. Interested applicants should submit their resumes to: margaret@getousset.com. No phone calls, please.

The Ousset Agency, Inc.
20475 Hwy. 46W Ste 180-602
Spring Branch, TX 78070
Tel: (830) 885-5130
Toll Free: (866) 268-7738
www.getousset.com