

Job Title: Marketer, Administrator, Web Manager

Description: American Telephone & Data, a local family owned and operated business based in Wheaton, is looking for a reliable, self motivated individual to work part time days Mon-Fri. The primary role of this position will be to assist the rest of the planning & development team in a coordinated effort to plan and follow through with specific marketing campaigns, generate sales leads, assist in putting together various proposals (both large and small scale) and general computer and IT skills are a must. Web and image design skills are also a plus but not a necessity. Work hours are flexible, between business hours of 8am and 5pm, with some flexibility in order to work around mission trips and class schedules if applicable. Qualified candidates should send resume via email to [victorr@atdtelco.com](mailto:victorr@atdtelco.com).

Start Date: ASAP

Part Time Flexible

Contact: 6308682701