**FRONT DESK POSITION (ON HOLD)**

**Richards/Carlberg • Houston, TX**

Want a chance to learn about all aspects of an ad agency with the opportunity for advancement? Not sure what area you feel is the best fit for you? Know where you’re heading? Richards/Carlberg in Houston is looking for a super bright person for an entry-level position on our front desk. Fear not. So far, our front desk people have become Brand Media Planners and Brand Managers. In fact, there’s nothing to prevent the next great copywriter or art director from being launched from here, too. This opportunity can be yours.

We need you to wear a lot of hats. Managing the front desk. Answering the phone. Ordering supplies. Being a gracious host to our guests. Helping with media buys and billing, brand management support, creating new business presentations, etc. You name it. You’ll work with and learn from some of the brightest people in the industry.

Qualifications: Bachelor’s Degree (or graduating soon). Preferred in advertising, marketing or business.

Intermediate Microsoft Office skills: Outlook, Word, Excel, PowerPoint

Other skills: Working knowledge of Mac computer, Basic Adobe Acrobat, Intermediate InDesign, Keynote

Interested? Qualified applicants should forward their resume to [jenna\_mysak@richardscarlberg.com](mailto:jenna_mysak@richardscarlberg.com) for more information. We’d love to hear from you. Go!