



# Land Use Planning-Marketing

## Administrative Assistant

- Administrative Tasks
- Writing Proposals
- Interactive Webinars with relevance to business development
- Develop systematic process for follow-up with clients
- Attend seminars as company representative
- Engage with technical aspects of business relative to land use planning, sustainable design, environmental assessment, and building trends

**Start Date: ASAP    Hours: 30 per week**

**Location: 3 East High Street Glassboro, NJ**

**Email cover letter and resume to: [larry@landdimensions.com](mailto:larry@landdimensions.com)**