



## SaberSim

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Please Note: This job is being posted on behalf of SaberSim (<https://www.sabersim.com/>) by Great Assistant, a division of Profit Factory (<https://www.profitfactory.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

At SaberSim we help our subscribers win more money in daily fantasy sports (on sites like DraftKings and FanDuel) so they can profit from their passion. We create industry leading projections by simulating every game thousands of times, play-by-play, and give our subscribers tools to use that data to build better lineups.

At SaberSim we live by our core values of:

- Ruthlessly prioritizing
- Getting things done
- Sweating the details
- Taking the customer's point of view

We are looking for an exceptionally organized person, who is a quick learner and is great with problem solving. You must be able to handle multiple tasks and be the CEO's right hand. You will be assisting with a variety of administrative tasks; some examples include scheduling, creating invoices, publishing podcasts, and inbox management.

**Technical skills you must know or come ready to learn: (Training will be provided for all the tools)**

- Slack or a similar tool
- Notion or a similar tool
- Front or similar tool

### Position Details

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- This is a full-time (30-40 hr/wk) 1099 position and moving to W2 with the right person (If you are a Canadian candidate you will remain a 1099).
- M-F between 8am-5pm EST.
- The pay rate for this position is \$25/hr.
- You must have at least 2 years of administrative experience.
- We're looking for someone to become a long-term (3+ years) partner.

### **How to Apply:**

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact SaberSim directly. Doing so will disqualify you for the position.)

In the subject line, please write, "Hi, I'm (your name) from (insert your city & state). I'm interested in the SaberSim position."

In the body of the message, please write a 12 sentence email including:

- Two sentence opening salutation that says: "Hi there. I'm (your name) from (city, state)."
- Paragraph #1: Reason(s) why you think this job is a great fit for you, including your experience as a remote assistant or an executive assistant. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 3 sentences)
- Paragraph #3: Your availability in EST. What you see yourself doing in three years, if you are/are not currently working and when you would be able to start your new position. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, and phone number

Be sure to attach a resume.Thanks!