



Allie Boyd Media

Please Note: This job is being posted on behalf of Allie Boyd Media (<http://allieboydmedia.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.

Allie Boyd is a coach & consultant helping business owners & marketers dominate their market by creating effective systems for advertising online, allowing them to close more sales and predictably grow their business.

At Allie Boyd Media we live by our core values of:

- Supporting local businesses & communities
- Promoting entrepreneurship
- Transparency in marketing

We're seeking an exceptionally organized, quick, and dedicated Executive Assistant to support our founder Allie Boyd. You must possess great communication skills, verbal & written. You will be assisting Allie with task management, social media, calendar management, scheduling, and a variety of other administrative duties.

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

- Asana or a similar tool
 - G-Suite
 - HighLevel or similar tool
 - Slack or a similar tool
 - DocuSign or a similar tool
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- Payment funnels

Position Details

- This is a 1099 position (benefits: sick time & paid holidays), starting with 20-25 hrs/wk and moving to full time with the right person.
- Flexible hours M-F between 9am-1pm EDT; must be available for weekly team meetings during business hours.
- The pay rate for this position is \$20/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 (Please do not contact Allie Bloyd Media 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 Allie Bloyd 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 EDT. 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!