

Catarina Ranch Investments

Seeking assistant with high urgency and sensitivity to time!

Virtual Assistant

40 hr/week 1099

Please Note: This job is being posted on behalf of Catarina Ranch Investments, LLC (<https://www.linkedin.com/in/chris-kawaja-492126/>) 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.

Catarina Ranch Investments, LLC

<https://www.linkedin.com/in/chris-kawaja-492126/> holds a variety of income-producing real estate around the country leased primarily to corporations.

We're looking for a proactive virtual assistant who has a great deal of urgency and sensitivity to time. The successful candidate will be a master of both executive tasks, as well as personal tasks. The ideal candidate will be someone who:

- Takes care of the details of property coordination and paperwork
- Has everything organized so that when a piece of information is requested they know how to get it, and how to get it quickly
- Knows how to take a message to Garcia, <https://www.impactbnd.com/hubfs/hubbard1899.pdf>
- Has a warm and friendly communication style when working with clients and coworkers

- Has a mindset that nothing is above them or below them

Your position will include such activities as:

- Interacting with corporate tenants and facilitating their needs
- Talking to brokers or learning about deals in the marketplace and bringing me ones that meet my current needs
- Managing timelines, vendors, and information providers
- Scheduling notaries to come in for paperwork
- Relationship management
- Possible work:
- Development and content support for rapidly growing blog and newsletter

You'll need to be experienced with these tools:

- Any cloud-based tools
- Google Suite (Email management)
- WordPress experience a plus

Preferred experience:

- Real estate experience is a plus, but not required.
- Bookkeeping experience is a plus, but not required

Position Details

- This is a 1099 contractor position.
- The position will be 40 hours per week, ideal availability is 7 am – 4 pm PST
- The starting pay rate for this position is \$28/hr.
- We're looking for someone to partner with us long-term (3+ years)

How to Apply:

Email: jobs@profitfactory.com (Please do not contact Catarina Ranch Investments, LLC directly. Doing so will eliminate you from consideration. Thank you.)

In the subject line, please write, “Hi, I’m (your name) from (insert your city & state). I’m interested in the Catarina Ranch Investments, LLCs position.”

In the body of the message, please write me a 16-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 fit for you, including your experience with managing someone else’s email inbox. (black font, Verdana, 3 sentences)
- Paragraph #2: Your experience with property management, project management, or general administrative duties. (red font, Verdana, 3 sentences)
- Paragraph #3: Did you read A Message to Garcia? What does this mean to you? (blue font, Verdana, 3 sentences)
- Paragraph #4: Paragraph #4: If you are/are not currently working, why does a new position interests you, and what do you think you’ll be doing in three years. (black font, Verdana, 3 sentences)

Two sentence closing provides the following:

- A closing salutation including your name, email address, phone number, and LinkedIn profile (if you have one).

Be sure to attach a resume. Thanks!