

# Job Posting for:



Please Note: This job is being posted on behalf of Jevita Hamilton of Mindful Wellness Counseling LLC (<https://mindfulwellness.group/>) by Great Assistant ([greatassistant.com/](http://greatassistant.com/)). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Mindful Wellness Counseling LLC is a mental health group practice. Our goal is to provide quality mental health services to our community. Our purpose is to inspire change and improve the quality of life through self-exploration, self-awareness, and self-compassion and our mission is to destigmatize mental health and create increased access to compassionate, holistic, therapeutic services.

We're looking for an experienced administrative assistant who has outstanding organizational and time management skills to support our CEO, Jevita Hamilton. Some of your responsibilities will be managing our CEO's multiple personal and business calendars; organizing travel; tracking and reporting daily expenses; data entry; formatting memos, emails, presentations, and reports; attending meetings and taking notes; preparing, maintaining, distributing, and filing documentation; collaborating with our Director of Office Management on staff and contractors; and acting as a point of contact for internal team members and external partners.

## **In addition to the above, the successful candidate must possess the following qualities:**

- exceptional communication skills - both written and verbal
- friendly, outgoing, and self-motivated
- initiative to take on projects and tasks without being asked
- reliable, hardworking, with a very strong work ethic
- resourceful, efficient, adaptable, and flexible
- ability to operate with discretion and confidentiality
- works effectively without constant and direct supervision or guidance
- familiarity with office gadgets and applications
- available for a flexible work schedule

You'll need experience with the following tools:

- Google Workspace
- Microsoft Office
- Task / Project Management tool (we will be implementing ClickUp)
- Owning a PC is preferred

## **Position Details**

- This position is a contractor position.

- The position is 20-25 hours per week, with the potential of moving to a 40 hour W2 position with benefits (in a year) as the need arises.
- Flexible hours between 9:00 am - 6:00 pm CST - Days and hours can be determined between you and our CEO.
- The pay rate for this position is \$20/hr.
- We're looking for someone to become a long-term (3+ years) team member.

### How to Apply:

Email: [jobs@profitfactory.com](mailto:jobs@profitfactory.com) (please do not contact Jevita Hamilton or Mindful Wellness Counseling directly. Doing so will disqualify you from the position. Thank you.)

In the subject line, please write, "Hi, I'm (your full name) from (insert your city & state) and I'm interested in the Mindful Wellness Counseling Virtual Assistant position"

In the body of the message, please write me a 15-sentence email including:

- One sentence opening salutation says: "Hi, I'm (your name) from (city, state)."
- Paragraph #1: Reason(s) why you think this job is a good fit for you, including your experience as an administrative assistant (include the number of years) and the type of tasks you handled. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience with managing multiple calendars for your boss and your experience with acting as the point of contact for internal team members and external contacts. (red font, Verdana, 3 sentences)
- Paragraph #3: Rate your level of experience from 0-10 (10 being highly proficient) with Google Workspace and Microsoft Office and how you've used these tools professionally. Let us know if you have any experience with ClickUp or another task/project management tool and rate your ability to learn new software quickly. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are please let us know if you plan to leave your current position for this one if hired), the days and times you are available between 9:00 am - 6:00 pm CST, and where you see yourself in three years. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, and phone number. If you have a LinkedIn profile, please include the link.

Be sure to attach a resume in pdf format. Thanks!