



Racing Systems

Please Note: This job is being posted on behalf of Racing Systems, Inc. (<https://www.wetimeraces.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

Racing Systems is about event planning and management from concept to completion. We are a full race production company specializing in running events. We have been in business for over 25 years serving the North Texas area and beyond.

At Racing Systems our purpose is ***Creating Spaces Where Dreams Meet*** and we live by our core values of:

- Delivering great stage presence
- Celebrating and nurturing growth
- Thinking like a CEO

We are looking for an exceptionally organized executive assistant to assist our owner, Tanna Wood. You must have great communication skills, and the ability to pick up on tasks quickly.

You will be assisting with a variety of administrative tasks; some examples include scheduling, calendar management, and delivery arrangements.

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

- G-Suite
 - MS Office
 - Dropbox
 - Smartsheet or a similar tool
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Position Details

- This is a part time (15-20 hr/wk) 1099 position and will grow to full-time with the right person.
- Flexible hours M-F between 9am-4pm CST; weekly meetings Monday 10:00am-11:30am CST, and marketing meetings on Wednesdays 10:00am-11:00am CST.
- 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 Racing Systems 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 Racing Systems position."

In the body of the message, please write a 13 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 CST. 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. And if you are available to move to grow to full-time.(black font, Verdana, 4 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!