



Do you love working with web-based software
and the ability to learn new systems?

Virtual Assistant

40 hr per week/1099

Please Note: This job is being posted on behalf of Simplero (<https://simplero.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.

Simplero helps knowledge creators build a business and life they love by simplifying their tech stack down to one fun and easy-to-use platform.

We are looking for an assistant that is extremely comfortable working with web-based software and has shown an ability to learn and adapt to new systems. The successful candidate will have exceptional writing abilities, including grammar, spelling, concepting, editing, and formatting. The assistant must be direct, organized, and proactive.

Daily tasks will include, but are not limited to:

- Asana task management
 - Team communication via Slack
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- Act as a partner to the entrepreneur to ensure their visions are met on a practical and logistical basis
- Organize electronic systems
- Build and maintain SOPs
- Various tasks for ad hoc projects

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

- Google Suite
- Slack
- Simplero

Position Details

- This is a 1099 role to start
- 40 hours per week
- Monday – Friday, 10 am – 6 pm EST, some flexibility may apply
- The pay rate for this position is \$28/hr.
- We're looking for someone to become a long-term (3+ years) partner

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Simplero 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 Simplero position."

In the body of the message, please write a 15-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 virtual assistant. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 3 sentences)
- Paragraph #3: Tell us about a time you had to be direct in your position. How did you approach this, and how was it received?. (red font, Verdana, 3 sentences)
- Paragraph #4: Your availability in EST. What do 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 provides the following:

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

Be sure to attach a resume. Thanks!