



Please Note: This job is being posted on behalf of Brandetize (www.brandetize.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.

Brandetize is a digital marketing agency. They offer proven expertise and are on the cutting edge of trends.

We're looking for a virtual assistant to support the Chief Marketing Strategist. The successful candidate will align with the core values of:

- I communicate
- I am responsible
- I am respectful
- I elevate others to greatness
- I bring positive energy
- I learn continuously
- I am tenacious

We are looking for an assistant that is extremely detail-oriented and able to work independently. You should have excellent communication skills and be able to easily take direction.

Daily tasks will include, but are not limited to:

- Email management
- Client communication
- Slack management
- Prioritizing work for the CMS, deprioritize work to the rest of the team
- Calendar management
- Meeting preparation

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

- Google Suite

- Slack
- Accelo or another project management system

Position Details

- This is a W2 position
- Hours will start at 20-25/hour but could increase to more
- Monday - Friday, 9 am - 1 pm PST to start
- The pay rate for this position is \$25/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 Brandetize 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 Brandetize 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 follow directions while working independently in your position. How did you approach this, and how was it received? (red font, Verdana, 3 sentences)
- Paragraph #4: Your availability in PST. 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!