

Job Posting for:

Brandon Davis

CEO of Freightlinxs All Freight LLC, Peak Property Ventures LLC and Molly's Ridge

Please Note: This job is being posted on behalf of Brandon Davis ([Stay Peak Rentals](#)) by Great Assistant ([greatassistant.com](#)). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Brandon Davis is the Co-Founder and CEO of three companies; Freightlinxs All Freight LLC, a licensed and bonded freight brokerage; Peak Property Ventures LLC, a short-term rental company focused on providing a destination to guests craving more of Nature in their life, and Molly's Ridge, a 40-acre farm dedicated to hay and segmented pasture grazing for cattle.

We are looking for an organized, friendly virtual assistant to support our CEO. You must be someone who thrives in a busy environment, can juggle multiple priorities and embodies our Core Values:

- Self-Care: our team members are people first, team members second
- Meaningful work: our goal is to make a positive difference in the lives of others
- Agile: we operate under optimum efficiency
- Seeking: our team members are hungry for new knowledge and understanding
- Train the best: we nurture our team members to be successful in their roles

As our CEO's gatekeeper, some of your responsibilities will be email and calendar management, sorting through and distributing notes & action items, handling travel arrangements, data entry, running reports, organizing and maintaining invoices, working with vendors, organizing and maintaining data and systems, customer management, handling client inquiries, and a variety of other administrative tasks.

Your primary goal will be to keep our CEO on track and organized so he can focus on bigger projects while having confidence that his right-hand person has everything running smoothly and efficiently behind the scenes. This is an exciting role for anyone who is wanting to learn and grow!

In addition to the above, the successful candidate must possess the following experience/qualities:

- excellent written and verbal communication skills
- friendly, easy-going, and approachable
- able to organize and juggle multiple priorities
- is proactive, takes initiative, and is consistently looking to take on more responsibility
- excellent at anticipating our entrepreneur's needs
- a go-getter who is competent, thorough, and efficient
- exceptional time management and task prioritization skills
- reliable, dependable, and responsible
- accountable and conscientious with strong follow-through and excellent judgment skills
- tech-savvy - loves to learn new tools and is quick to pick up new systems

You'll need experience with the following tools:

- Google Workspace (G-Suite)

- Microsoft Word and Excel

Experience with the following is a plus!

- Zoho
- Uplisting
- Clickup
- Lastpass
- Stripe

Position Details:

- This position is a contractor position
- The position will be 30 hrs per week with the ability to increase hours as the need arises and with the right person
- Monday-Friday - estimated between 9:00 am - 5:00 pm CST (times can be determined between you and our CEO)
- The pay rate for this position is \$25/hr USD
- We're looking for someone to become a long-term (3+ years) team member

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Brandon Davis directly. Doing so will disqualify you for the position.)

In the subject line, please write, "Hi, I'm (your full name) from (insert your city & state). I'm interested in the Brandon Davis Administrative Assistant position."

In the body of the message, please write me 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 you are a great fit for this position, 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 being your boss's gatekeeper and juggling multiple priorities while ensuring the backend of the business is running smoothly & efficiently. (red font, Verdana, 3 sentences)
- Paragraph #3: Let us know if you have experience with any of the tools listed in the job posting (or similar tools) and your level of experience (beginner, intermediate, proficient) with Google Workspace and Microsoft Word and Excel. Tell us if you consider yourself tech-savvy and how you go about learning new tools and software. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are working please let us know when you will be able to start this position if hired), where you see yourself in three years and why you would be a great assistant to Brandon Davis. (black font, Verdana, 3 sentences)

A one-sentence closing providing 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!