



Please Note: This job is being posted on behalf of Accurate Electric, Plumbing, Heating, and Air (<https://accurateelectricplumbingheatingandair.com/>) by Great Assistant (<https://greatassistant.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Accurate Electric, Plumbing Heating, and Air is a residential service provider in Southern California. Under the leadership of the owner, Jeff Seale, the company is customer focused. Jeff believes that customers deserve service that is dependable and professional.

We're looking for a virtual assistant who resonates with the core values of the company:

- Team First
- Character Above Reproach
- Workmanship/Work Ethic
- Solution Orientated
- Fun

Job duties include, but are not limited to:

- Daily check-ins to set priorities
- Quickbooks entry and management
- Email management
- Review employee expenses
- Employee timesheet management

Technical skills required:

- Google Suite
- CRM
- Asana
- Slack
- Quickbooks

Position Details

- This position is a W2 position.
- The position will be full-time
- Medical, dental, vision, 401k, paid time off, and paid holidays are available
- Working hours are Monday through Friday 7 am - 11 am and 12 pm - 4 pm PST
- Tuesday and Wednesday morning meetings will be scheduled after 7 am PST
- The pay rate for this position is \$25/hour
- PC user preferred
- We're looking for someone to become a long-term (3+ years) team member.

To learn more about the team and why they love Accurate:

[Click here](#)

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Accurate Electric, Plumbing, Heating, and Air 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 Accurate Electric, Plumbing, Heating, and Air 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 this job is a great fit for you, including your professional experiences and the type of tasks you performed. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about a recent experience where you were responsible for managing timesheets and/or expenses and how you handled corrections. (red font, Verdana, 4 sentences)
- Paragraph #3: Explain how you ensure your work is always detailed, and accurate. (blue font, Verdana, 2 sentences)
- Paragraph #4: Please rate your level of experience from 0-10 with 10 being advanced in Google Suite, Quickbooks, Asana, and a CRM tool, explain the reason for your score. (black font, Verdana, 3 sentences)

A one-sentence closing that provides 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!