



Ground Control Research

Please Note: This job is being posted on behalf of Ground Control Research (<https://www.groundcontrolresearch.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

Ground Control Research (GCR) is a boutique strategy consulting firm that pairs consulting frameworks with market research techniques to build customized growth solutions for startups.

At Ground Control Research we live by our core values of:

- Demonstrating absolute ownership
- Doing things for the impact
- Being relentlessly curious
- Focusing on excellent outcomes

We're seeking a diligent, and self-directed Executive/Personal Assistant to support our founder, Anastassia Laskey, and her dedicated team. You must have strong organizational skills and be exceptionally detail-oriented and highly proactive, with the ability to own your role, solve problems, and take direction well.

You will be Anastassia's right-hand person, working side by side, helping to keep her organized and on-track both personally and professionally. Some of your duties will include email inbox management, CRM tracking, and assisting with sales and marketing. This position will require a tech-savvy individual with exceptional communication skills, both written and verbal.

Some of the technical tools you'll need to know or come ready to learn are (training will be provided for all tools):

- Google Suite (skilled with Google Sheets)

- Asana (or a similar tool)
- Calendly (or a similar)
- Hubspot (or a similar tool)

Position Details

- This is a full-time (9-5pm EST) W2 position. (Health, dental, paid holidays, life insurance, 401k, unlimited pto (expectation is 3-4 weeks), unlimited sick time, all major US holidays)
- You must have at least three years of Administrative Assistant experience.
- Pay rate: 50k annually + exceptional benefits
- 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 Anastassia Laskey or Ground Control Research 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 Ground Control Research executive 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 this job is a great fit for you, including your experience as an administrative assistant (including the number of years) and the type of task you handled for your boss. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience & level of confidence with professional writing. (red font, Verdana, 3 sentences)
- Paragraph #3: Your level of proficiency (beginner, immediate, proficient) with the technical tools listed. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are, please let us know if you are planning to leave your position for this one), your availability in Eastern Time Zone hours, and where you see yourself in three years. (black font, Verdana, 3 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!

