



## I.C. Bakers

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Please Note: This job is being posted on behalf of I.C. Bakers (<http://icbakers.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

I.C.Bakers is a wholesale distributor to the baking industry throughout the Northeast. We sell all bulk raw ingredients like flour, sugar, butter, etc. to bakeries, bagel stores, and supermarkets. We have our own warehouse and truck fleet here on Long Island. Our business started in 1946 and has been family owned since 1995.

At I.C.Bakers our purpose is to ***continue a generational dedication of service to our customers*** and we live by our core values of:

- Being kind
- Working in the service of others
- Following the purpose, mission and values of the company

We are looking for an exceptionally organized and well spoken executive assistant who can assist our Sales Director, Jeremy Heim.

You will be assisting Jeremy with a variety of personal and business related administrative tasks such as scheduling, tracking, and note taking.

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

- Microsoft Office (Outlook & Excel)
- Evernote
- Inhouse systems (training will be provided)

**Position Details**

- This is a part time (15-20 hr/wk) W2 position (benefits include: Medical, PTO, Sick Time, Paid Holidays, 401K) and will grow to full-time with the right person.
- Flexible hours M-F between 8am-4pm EST.
- The pay rate for this position is \$25/hr.
- You must have at least 2 years of administrative experience.
- We're looking for someone to become a long-term (3+ years) partner.

**How to Apply:**

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact I.C.Bakers 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 I.C. Bakers position."

In the body of the message, please write a 11 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 in administrative tasks. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 2 sentences)
- Paragraph #3: Your availability in EST. What 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 providing the following:

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

Be sure to attach a resume.Thanks!

