



Sweet Fish Media

Please Note: This job is being posted on behalf of Sweet Fish Media (<https://sweetfishmedia.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

At Sweet Fish Media we produce podcasts for B2B brands. We focus on show development, show production, and show growth to drive business results for our clients.

At Sweet Fish Media our mission is **to produce every leader's favorite show** and we live by our core values of:

- Loving people well
- Honing your craft
- Owning the result

We are looking for an exceptionally organized executive assistant with a positive attitude and a victor mindset to assist our founder, James Carbary.

You will be assisting with a variety of personal and business related administrative tasks, your main focus will be managing James's email inbox.

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

- G-Suite
 - Asana
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- Slack

Position Details

- This is a part time (15-20 hr/wk) 1099 position and could grow to full-time with the right person.
- Flexible hours M-F between 2pm-6pm EST.
- The pay rate for this position is \$24/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 (Please do not contact Sweet Fish Media 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 Sweet Fish Media position."

In the body of the message, please write a 12 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 with professional email inbox management. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 3 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!