

Job Posting for:



30-40 hours/week

Please Note: This job is being posted on behalf of Amazing Business Results (<https://www.amazingbusinessresults.com>) by Great Assistant (<https://www.greatassistant.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Amazing Business Results provides business consulting and Zoho customization and training services to companies in North America, Europe, and the Middle East. They are a small company that ranks with the top 5 Zoho partners in the world. They also have the top training programs for Zoho in the world and a top-rated Youtube channel that provides Zoho training.

We are looking for an assistant to support the founder and CEO. The assistant must be extremely organized, resourceful, tech-savvy, detail-oriented, proactive, and a great written and verbal communicator. The assistant should be outgoing and friendly, comfortable learning new software, and compiling research materials and reports.

In addition, the successful candidate will...

- Have a strong customer service focus.
- Be comfortable speaking on the phone, even though the amount of calls is limited.
- Have the ability to troubleshoot problems. (i.e. If you need a client's phone number, try looking it up on their website prior to saying that you cannot call them)
- Keep an organized system to effectively complete follow-ups.
- Be engaged throughout working hours with little to no distractions.
- Have the ability to focus on tasks throughout the day and complete things in a timely manner.
- Have a growth mentality. Be ready and willing to go to the next level based on feedback and coaching.
- Be serious about committing to a long-term role.

Technical skills required:

- CRM system experience

Position Details

- This position is a contracting 1099 position
- The position is 30-40 hours/week
- Hours will be between 9 am and 5 pm EST

- The starting pay rate for this position is \$22/hr
- We're looking for someone to become a long-term (3+ years) team member
- Annual profit share

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Amazing Business Results 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 Amazing Business Results 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 managing multiple tasks with high degrees of attention to detail. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience working with CRM, project management and ticket systems. (red font, Verdana, 3 sentences)
- Paragraph #3: Give us an example of a time you were responsive, adaptive, and took the initiative to find a solution to a problem. Include the steps you took to troubleshoot the problem. (blue font, Verdana, 3 sentences)
- Paragraph #4: Tell us if you are/are not currently working (if you are working tell us if you plan to leave your position for one), where you see yourself in three years and why you'd be a great personal assistant. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, and phone number and the link to your LinkedIn profile (if you have one).

Be sure to attach a resume. Thanks!