

Job Posting for:

Holistic Vision LLC

Please Note: This job is being posted on behalf of Claudia Muehlenweg ([Holistic Vision LLC](#)) by Great Assistant ([greatassistant.com/](#)). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Claudia Muehlenweg, founder of Holistic Vision LLC and creator of the Naturally Clear Vision Method, always hated her glasses and has made it her mission to help others see clearly naturally... just like she has done. Holistic Vision LLC helps people with vision problems improve their eyesight naturally through online courses, group coaching programs, and private coaching.

We are looking for an organized and flexible virtual assistant to support our Founder. The successful candidate will share our purpose of "Expanding Freedom and Confidence to Live Life's True Purpose" and will embody our core values of:

- Build Community (Show Compassion)
- Think Creatively (Be Curious)
- Be Committed (Be Consistent)
- Communicate Fully

As our Founder's gatekeeper, some of your responsibilities will be calendar management, uploading calls/podcasts to our platforms, monitoring our Facebook group, communicating with and preparing podcast guests, creating SOPs, creating to-do lists and monitoring tasks, creating systems and processes, assisting with forecasting and a variety of other administrative tasks. Your primary goal will be to keep our Founder on track and organized and provide the foundation for Claudia to be the visionary she is.

In addition to the above, the successful candidate must possess the following experience/qualities:

- excellent communication skills
- accountable and conscientious with strong follow-through skills
- doesn't over promise and has time management skills
- loyal, reliable, dependable, and responsible
- a go-getter who is competent, productive, and efficient
- takes initiative, is proactive, and is consistently looking to take on more responsibility
- loves systems and processes
- tech-savvy - quickly learns new tools and software

You'll need experience with the following tools:

- Google Drive

Experience with the following is a plus!

- CRM software (we currently use Active Campaign)
- Xperiencify (Course Platform)
- Project Management Software
- Calendly
- Vimeo
- Zapier

- Clickfunnels

Position Details:

- This is a remote 1099 contractor position
- The position will start between 25-30 per week and could grow to more hours with the right person and as the need arises.
- Monday-Friday - Flexible hours between 9:00 am - 6:00 pm pst.
- The pay rate for this position is \$20/hr. USD
- 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 Claudia Muehlenweg or Holistic Vision LLC 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 Holistic Vision Administrative 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 you are a great fit for this position, including your experience as an administrative assistant (include the number of years), and the type of tasks you handled. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience with being your boss's gatekeeper, and how you stay one step ahead to ensure your boss is on track and organized. (red font, Verdana, 3 sentences)
- Paragraph #3: Your level of proficiency (beginner, intermediate, proficient) with Google. Tell us about a time you improved a system or process to make it more efficient. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are working please let us know when you will be able to start this position if hired), where you see yourself in three years and why you would be a great assistant to our founder. (black font, Verdana, 3 sentences)

A one-sentence closing providing 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!