

Job Posting for: Potomac Beads

Please Note: This job is being posted on behalf of Nathan Buchman ([Potomac Beads](#)) by Great Assistant ([greatassistant.com/](#)). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Nathan and Allie Buchman are the Founders of Potomax Brands. Potomax Brands buys, manufactures, and sells jewelry-making DIY supplies through community, video, & e-commerce. Our customers and community members achieve a sense of happiness by creating art.

We are looking for a highly organized and structured virtual assistant to support our Founders. You must be a fast learner who shares our purpose of Enriching Lives Through Creative Community and embodies our core values: Growth Oriented, People Focused, and Accountable.

As our virtual assistant, some of your responsibilities will be checking and responding to emails and chat messages, scheduling meetings, organizing travel arrangements, task management (adding, assigning, communicating, and following up with team members), creating spreadsheets, and adding data to our ERP system, researching products, prices, and trends; organizing and tracking personal bank statements, and a variety of other administrative tasks. Your primary goal will be to free up Nathan and Allie's time by taking tasks off their plates so they can optimize their time and focus on the growth of the business.

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
- friendly, easy-going, and approachable
- ability to organize and juggle multiple priorities
- takes initiative, is proactive, and is consistently looking to take on more responsibility
- a go-getter who is competent, productive, and efficient
- reliable, dependable, and responsible
- accountable and conscientious
- tech-savvy - quickly learns new tools and software

You'll need experience with the following tools:

- Google Workspace (G-Suite)
- Microsoft Office
- Excel / Sheets - basic knowledge (no heavy formulas) - must know your way around a spreadsheet

Experience with the following is a plus!

- Clickup
- Klaviyo
- Slack
- Odoo
- Ultracart
- Shopify

Position Details:

- This is a W2 position if you live in Maryland, Pennsylvania, West Virginia, or Canada. For all other states, it is a 1099 contractor position.
- W2 benefits include Medical, 401K, PTO, and Paid Holidays.
- There are some benefits available as a 1099 contractor - this can be discussed and determined during the hiring process.
- The position will start between 20-25 per week and will likely grow to full-time within the next 3-6 months.
- Monday-Friday - Flexible hours between 8:00 am - 4:00 pm est.
- The pay rate for this position is \$22/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 Nathan and Allie Buchman or Potomac Beads 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 Potomac Beads 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 what being a go-getter means to you and how you will apply that characteristic to this position to help free up our Founders' time so they can focus on the bigger picture. (red font, Verdana, 3 sentences)
- Paragraph #3: Your level of proficiency (beginner, intermediate, proficient) with Google Workspace and Microsoft Office. Tell us your experience with creating and maintaining spreadsheets and if you utilize shortcuts when working in them (Ctrl C, etc). Tell us if you consider yourself tech-savvy and how you go about learning new tools and software. (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 Nathan and Allie Buchman. (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!