



Sunset Self Storage

Please Note: This job is being posted on behalf of Sunset Self Storage (<https://www.sunsetstorageunits.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

Sunset Storage takes pride in offering a simple and hassle-free self storage experience for all of our customers in Jesup, GA. We make sure our storage units are clean, secure, and ready to rent. We also focus on offering a wide variety of storage unit sizes and types to make sure we can handle any self storage needs that you may have.

At Sunset Self Storage our purpose is to ***“Help others to live lives of greatness”*** and we live by our core values of:

- Showing our love
- Helping others level up
- Being authentic & showing integrity

We are looking for an exceptionally organized and well spoken executive assistant who can assist our owner, Kevin Cuccinelli .

You will be assisting Kevin with a variety of business & personal related administrative tasks such as scheduling, email inbox management, and note taking. You will also be helping with business pages on Facebook.

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

- Microsoft Office
- Google Suite
- Easy Storage Solutions (storage software)

Position Details

- This is a part time (15-20 hr/wk) 1099 contractor position and will grow to full-time with the right person.
- Flexible hours M-F between 9am-5pm MST or 8am-4pm MST.
- The pay rate for this position is \$22/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 Sunset Self Storage or Kevin Cuccinelli 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 Sunset Self Storage 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 in administrative tasks. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed & Facebook business page management. (red font, Verdana, 3 sentences)
- Paragraph #3: Your availability in MST. 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!