

emfi

Please Note: This job is being posted on behalf of emfi by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

emfi is a PayFac-as-a-Service payments company that serves software companies who want to monetize payments within their software. While the current product focus is on payments, our vision extends to cover multiple facets of embedded finance, such as disbursements, card issuance, lending, banking-as-a-service, etc. .

At emfi we live by our core values of:

- Winning
- Focusing on quality
- Ruthlessly simplifying
- Delighting customers & improving the ecosystem
- Being exceptional

We're seeking an empathetic, diligent, caring and self-directed Executive/Personal Assistant to support our founder & CEO. You must have strong organizational skills, a can do attitude and be exceptionally detail-oriented and highly proactive, with the ability to own your role, solve problems, and take direction well.

You will be our CEO's right-hand person, working side by side, helping to keep him organized and on-track both personally and professionally. Some of your duties will include email inbox management, note taking, scheduling, planning logistics, and assisting with a variety of administrative tasks. This position will require a tech-savvy individual with exceptional communication skills, both written and verbal.

Some of the technical tools you'll need to know or come ready to learn are (training will be provided for all tools):

- Google Suite
 - Notion (or a similar tool)
 - Calendly (or a similar)
 - Slack (or a similar tool)
 - Zoom
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Position Details

- This is a full-time (9-6pm or 8-5pm EST) W2 position. (Benefits: Medical/Dental/Vision/PTO/Sick Time/Paid Holidays/401K- no company match/Remote work Stipend/Free access to OneMedical & Health Advocate)
- Travel to onsite Key Events will be required (a few days 1-2x per quarter).
- You must have at least four years of Administrative Assistant experience.
- Pay rate: 60k annually + exceptional benefits
- We're looking for someone to become a long-term (3+ years) team member & stay in the EA position for a minimum of 3 years and grow with the company.

How to Apply:

Email: jobs@greatassistant.com (Please do not contact the CEO or emfi 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 emfi executive 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 as an administrative assistant (including the number of years) and the type of task you handled for your boss. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience & level of confidence with handling time sensitive projects. (red font, Verdana, 3 sentences)
- Paragraph #3: Your level of proficiency (beginner, immediate, proficient) with the technical tools listed .(blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are, please let us know if you are planning to leave your position for this one), your availability in Eastern Time Zone hours, and where you see yourself in three years. (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!

