



*It's Our Business To Make
Your Business Shine*

Please Note: This job is being posted on behalf of Premier Janitorial Services, LLC (<https://pjsak.com>) by Great Assistant (<https://greatassistant.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Premier Janitorial Services, LLC provides janitorial services to commercial businesses, targeting medical, but services to many different types of companies. They pride themselves on building lasting relationships with their clients and building a successful business with no marketing.

We're looking for a virtual assistant who resonates with the core values of the company:

- Do what it takes
- Do what you say
- Help others
- Have Fun

Job duties include, but are not limited to:

- Daily check-ins to set priorities
- Email management
- Help maintain CRM (Zoho) with basic data entry
- Give input for ideas that may help be more efficient.
- Help with basic computer tasks of day-to-day operations
- Help me plan events for our employees
- Be organized and help us get organized and more productive

Technical skills required:

- Google Suite
- CRM
- Asana

Position Details

- This position is a 1099 position.
 - The position will be 15-20 hours/week, M-F 11 am - 3 pm CST
 - Paid time off, and paid holidays are available
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- The pay rate for this position is \$22/hour
- We're looking for someone to become a long-term (3+ years) team member.

To learn more about the team and why they love Accurate:

[Click here](#)

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Premier Janitorial Services, 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 Premier Janitorial Services, LLC 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 an excellent fit for you, including your professional experiences and the type of tasks you performed. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about a recent experience where you offered guidance to make a process more efficient. (red font, Verdana, 4 sentences)
- Paragraph #3: Explain how you ensure your work is always detailed, and accurate. (blue font, Verdana, 2 sentences)
- Paragraph #4: Please rate your level of experience from 0-10 with 10 being advanced in Google Suite, Asana, and a CRM tool, explain the reason for your score. (black font, Verdana, 3 sentences)

A one-sentence closing that provides 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!