

Please Note: This job is being posted on behalf of Post Market Publishing, supporting Ashley Smith ([Ashley's LinkedIn](#)) by Great Assistant, a division of Profit Factory (<https://www.profitfactory.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Post Market Publishing is a publishing company that provides link-building opportunities to businesses, agencies, and resellers. They help them to increase their online visibility (primarily across Google).

We're looking for a virtual assistant to support the CEO. The successful candidate will align with the core values of:

- Share knowledge and collaborate
- Show you care
- Be accountable

We are looking for an assistant that is skilled at looking at data and has a high level of ability in Excel. The successful candidate will be highly organized, able to create structure, and works well within structure.

**Daily tasks will include, but are not limited to:**

**DATA**

- Data entry
- Reporting
- Collaborating on data
- Analyzing reporting and data

**TRAINING**

- Break down long SOPs into smaller manuals
- Identify areas that require new SOPs
- Create SOPs
- Train employees on processes

**FINANCE/HR**

- Support the finance team
- Recruiting/onboarding
- Team communications
- Culture engagement

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

- Google Suite
- Slack
- FreshDesk
- HubSpot CRM

### **Position Details**

- This is a 1099 position estimated at 40 hours/week
- Monday - Friday, 9 am - 12 pm CST required, other hours are flexible throughout the day
- The pay rate for this position is \$20/hr.
- We're looking for someone to become a long-term (3+ years) partner

### **How to Apply:**

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact Post Market Publishing 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 Post Market Publishing position."

In the body of the message, please write 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 a virtual assistant. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 3 sentences)
- Paragraph #3: Tell us about a time you had to analyze data through reporting. What was your process and final outcome? (red font, Verdana, 3 sentences)
- Paragraph #4: Your availability in CST. What do 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 provides the following:

- a closing salutation including your name, email address, and phone number

Be sure to attach a resume. Thanks!