



## Tilted Pixel Inc.

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

Tilted Pixel helps owners of 6 and 7 figure membership websites to grow their business. We do this in two ways:

- 1) We build highly unique membership experiences that are tailored to each client, for example membership based stock photo sites, craft sites, investment tools, and more.
- 2) We provide consulting to membership site owners to help them grow their membership and earn more money.

Our purpose is to ***“Help business owners transform their lives through the businesses they build”*** and we live by our core values of:

- Create an Addictively Awesome Experience
- Solve the Root Problem
- Pursue Excellence & Mastery

We are looking for an exceptionally organized and process driven individual with great follow through skills who can assist our founder Matt Ingot with a variety of administrative tasks. Some tasks you you will be helping with include:

- General admin -invoicing, handling bills, data entry, scheduling, calendar management, booking travel etc
  - Project coordination- keeping track of project processes, looking out for any issues and notifying the team etc
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### Technical skills you must know or come ready to learn: (Training will be provided for all the tools)

- Google Suite
- Asana
- Quickbooks

### Position Details

- This is a full time employee position for Canadian candidates with sick time and paid holidays. **Please only apply if you reside in Canada and have a valid work permit.**
- Hours M-F 8-4pm MST or 9-5 MST.
- The pay rate for this position is \$26/hr CAD.
- 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](mailto:jobs@greatassistant.com) (Please do not contact Tilted Pixel or Matt Inglot 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 Tilted Pixel position."

In the body of the message, please write a 13 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 with administrative & project coordination tasks. (blue font, Verdana, 4 sentences)
- Paragraph #2: Your experience with the technical tools listed & creating invoices. (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!