

Job Posting for:



Please Note: This job is being posted on behalf of Smart Real Estate Coach.com (<https://smartrealestatecoach.com>) 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.

SmartRealEstateCoach.com coaches, trains, and mentors investors and those looking to get into real estate investing without utilizing banks or private money.

Our CEO is the best-selling author of "Real Estate on Your Terms: Create Continuous Cash Flow Now, Without Using Your Cash or Credit" as well as "The New Rules of Real Estate - 24 Leading Experts Reveal their Real Estate Secrets" co-authored with his son in law and COO Zach Beach and his son Nick Prefontaine.

We're looking for a supercharged, fast-paced, detail-oriented Executive Assistant to handle our CEO and COO's inboxes and scheduling. Your responsibilities will include, but are not limited to:

- Managing Email -- responding, reviewing, sorting
- Scheduling/managing calendars -- managing several moving parts, and booking appointments.
- Downloading Zoom calls and uploading to Dropbox
- Pulling weekly reports via Google Forms
- Scheduling travel for the team as needed
- Handling multiple projects at the same time
- Attending team meetings and taking notes
- Expense report management
- Scheduling content on social channels

You'll need to be experienced with these tools:

- Asana
- G Suite
- Zoom for scheduling calls and appointments
- CRM such as Hubspot, Zendesk, Pipedrive, Salesforce

Position Details

- The position is a full-time W2 position with paid holidays and 401k
- The pay rate is \$23/hr
- Monday-Friday 8 am - 4 pm EST
- Weekends may be required when the COO is traveling for quick updates
- Two in-person events each year, currently in Newport RI
- We want someone who's interested in a long-term (3+ years) position and can grow with us!

How to Apply:

Email: jobs@greatassistant.com (Please do not contact SmartRealEstateCoach.com personnel directly. Doing so will eliminate you from consideration. Thank you.)

In the subject line, please write, "Hi, I'm (your name) from (insert your city & state). I'm interested in the SmartRealEstateCoach.com position."

In the body of the message, please write me a 17-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 fit for you, including your experience with managing someone else's email inbox. (black font, Verdana, 3 sentences)
- Paragraph #2: How you manage multiple priorities. (red font, Verdana, 3 sentences)
- Paragraph #3: Please rate your proficiency level using a scale of 0-10 (10 being highly proficient) with a CRM (please identify which one), Asana, and Zoom. (blue font, Verdana, 4 sentences)
- Paragraph #4: If you are/are not currently working, why does a new position interest you, and what is your ideal schedule of work is. (black font, Verdana, 3 sentences)

Two-sentence closing providing the following:

- A course that Smart Real Estate Coach offers from their website.
- a closing salutation including your name, email address, and phone number and include a link to your LinkedIn profile if you have one.

Be sure to attach a resume along with the link to your LinkedIn profile if you have one. Thanks!