

## Job Posting for:

# PACE MORBY

Please Note: This job is being posted on behalf of Pace Morby (<https://www.pacemorby.com/>) by Great Assistant ([greatassistant.com/](https://greatassistant.com/)). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Pace Morby is a self-made real estate magnate and educator in the real estate world who has acquired millions of dollars in property investments across the United States through his Morby Method. He is a tv personality on the popular A&E show "Triple Digit Flip" and lives in Phoenix, AZ with his wife, Laura, and kids.

We are looking for a highly organized, articulate, self-sufficient, detail-oriented virtual assistant who embodies our core values: Driven To Succeed, Decidedly Optimistic, Shows Genuine Interest of Others, Friendliness Has Its Own Reward, Remain Committed and Steadfast. You must have exceptional communication skills with the ability to connect and build genuine rapport with others.

As our virtual assistant, some of your responsibilities will be handling business and personal tasks, calendar management, scheduling, working with event coordinators, creating meeting notes, assisting partners with admin tasks, handling student inquiries, and a variety of other administrative tasks.

**In addition to the above, the successful candidate must possess the following experience/qualities:**

- ability to pivot easily and go with the flow
- kind, helpful and driven
- accountable and conscientious with strong follow-through skills
- flexible and adaptable - handles unexpected changes with ease
- takes initiative, is proactive, and is consistently looking to take on more responsibility
- ability to work in a face-paced environment and be quick on your feet
- a go-getter who is competent, professional, and efficient
- reliable, dependable, and responsible
- tech-savvy - quickly learns new tools and software
- you must be flexible as hours will vary from day to day

**You'll need experience with the following tools:**

- Google Workspace (G-Suite)
- must be able to use a MAC

**Experience with the following is a plus!**

- Slack
- Wordpress

**Position Details:**

- This is a Full-Time W2 remote position
- Benefits include a monthly stipend for health insurance, paid holidays
- Hours will vary and are flexible - will need to be available on weekends at times
- The pay rate for this position is \$25/hr. USD
- We're looking for someone to become a long-term (3+ years) team member

### How to Apply:

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact Pace Morby 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 Pace Morby Virtual 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 you are a great fit for this position, including your experience as an administrative assistant (include the number of years), and the type of tasks you handled. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us what being a go-getter means to you and how you will apply that characteristic to being an assistant to Pace. (red font, Verdana, 3 sentences)
- Paragraph #3: Let us know if you own a MAC or if you know how to use one. Describe your experience working in a fast paced environment and tell us about a time you had to quickly change direction at work and how you successfully handled it. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are working please let us know when you will be able to start this position if hired), the hours and days you are available to work, and where you see yourself in three years. (black font, Verdana, 3 sentences)

A one-sentence closing providing 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!