



## CodeHaus

Please Note: This job is being posted on behalf of CodeHaus (<https://codehaus.com/codehaus-free-training/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

At CodeHaus we work with companies to implement tools to streamline their operations. We create customized software to help small and medium-sized businesses cut costs, streamline their business, and increase profitability.

Our purpose is to ***“help forward-thinking, values-driven businesses implement the software, systems, and processes they need to scale into market leadership”*** and we live by our core values of:

- Value Others
- Build to Last
- Always Get Better

We are looking for an exceptionally detail-oriented, organized, flexible, professional, and precise executive assistant to help our owner Matthias Miller with a variety of administrative tasks.

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

- Google Suite
- Project management tools
- CRM tools
- In team communication tools

### Position Details

- This is a part time, 15-20 hr/wk, W2 position (1099 for Canadians)
- Flexible hours, M-F, between 7am-3:30pm MT; 7:15 - 7:30 - Morning Check-in  
3 - 3:30 - afternoon check-in / working session. Team Meeting - Tue 2:45 - 3 PM.
- The pay rate for this position is \$22/hr USD.
- 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 Matthias Miller or CodeHaus 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 CodeHaus position."

In the body of the message, please write a 11 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 tasks. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 2 sentences)
- Paragraph #3: Your availability in MT. 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!