



ENERCALC

Please Note: This job is being posted on behalf of ENERCALC, LLC (<https://enercalc.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.

By simplifying the bulk of the incredibly complex analysis and design work, ENERCALC, LLC empowers structural engineers to consistently deliver accurate, on-time results.

The successful candidate will resonate with ENERCALC, LLC's values of:

- Simplify
- Take care of each other
- Be transparent and accountable
- Focus on improvement

We are looking for an assistant that is resourceful and is able to anticipate the entrepreneur's needs. The successful candidate will have the desire to learn every detail about the company so they can handle almost all questions that they receive over time.

Tasks will include, but are not limited to:

- Marketing administrative tasks such as collecting assets and posting
- WordPress site updates with provided content
- Email management
- Morning and mid-day touch bases to establish important task delegation
- ClickUp management
- Research projects as assigned

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

- Outlook
- ClickUp
- WordPress

Position Details

- This is a W2 part-time position, 15-20 hours per week, that could grow to full-time
- Hours are Monday through Friday and flexible between 8 am - 6 pm CST
- The pay rate for this position is \$25/hr.
- We're looking for someone to become a long-term (3+ years) partner

How to Apply:

Email: jobs@greatassistant.com (Please do not contact ENERCALC, LLC 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 ENERCALC, LLC 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 how you go about planning, prioritizing, and executing tasks (blue 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!