

Job Posting for:

MINDY HEITMAN

Please Note: This job is being posted on behalf of [Mindy Heitman](#) by Great Assistant (greatassistant.com/). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Mindy Heitman is the owner of Mel Technology Group and Sweetgum Loans. Mel Technology Group operates online websites and an online community for private lenders. Sweetgum Loans is a St. Louis-based private lender that offers short-term loans for rehab of investment homes.

We are looking for a highly organized, independent, tech-savvy, and detail-oriented virtual assistant who embodies our core values: Provide Value; Be Needed; Support Our Community; Win Efficiently; and Have a Learning Mindset; to join our team.

Some of your responsibilities will include processing loan documents and handling loan administrative tasks, onboarding new clients, creating emails and addressing inquiries, continually finding new ways to improve processes, creating procedures, organizing files, researching, proofreading applications, and a variety of other administrative tasks to help keep Mindy and the business running smoothly and efficiently.

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

- excellent communication skills
- kind, helpful and driven
- accountable and conscientious with strong follow-through skills
- flexible and adaptable with the ability to pivot easily and go with the flow
- takes initiative, is proactive, and is consistently looking to take on more responsibility
- a go-getter who is competent, professional, and efficient
- extremely reliable, dependable, and accountable
- must have excellent proofreading skills and a sharp eye for detail
- takes pride in meeting deadlines and exceeding expectations
- self-efficient - can work independently but is not afraid to ask for help when needed

You'll need experience with the following tools:

- Google Workspace (G-Suite)
- Microsoft Suite

Experience with the following is a plus!

- ClickUp
- WordPress

Position Details:

- Depending on your location, this will be a W2 or 1099 Contractor position.
- Benefits include sick time, paid holidays, and a monthly stipend for internet.
- The position will start between 20-25 per week and could grow to more hours with the right person and as the need arises.
- Monday-Friday - Flexible hours between 7:00 am - 5:00 pm CST. You must be available on Tuesday mornings for our team meeting.

- The pay rate for this position is \$20.80/hr. USD
- Must be able to pass a background check.
- We're looking for someone to become a long-term (3+ years) team member.

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Mindy Heitman 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 Mindy Heitman 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 about your attention to detail and proofreading skills and how you ensure deadlines are met and the work is accurate. (red font, Verdana, 3 sentences)
- Your level of proficiency (beginner, intermediate, proficient) with Google Workspace and Microsoft Office. If you know ClickUp and WordPress, let us know here. Tell us about your technical skills and why you consider yourself tech-savvy. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are working please let us know if you plan to leave your current position for this one if hired), where you see yourself in three years and why you'd be a great assistant to Mindy. (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!