



Next Level Income

Please Note: This job is being posted on behalf of Next Level Income (<https://www.nextlevelincome.com/>) by Great Assistant. Great Assistant is a company that works with entrepreneurs to match them to assistants.

At Next Level Income we help professionals develop passive income streams to achieve financial independence.

Our purpose is to ***“Help others achieve financial freedom through financial education and investment opportunities so that they are free to pursue their passions, better health, and give freely of their time and money ”*** and we live by our core values of:

- Do your best: On any given day we do the best that we are capable of doing.
- Integrity: Clear, concise communication.
- Precision: We follow all applicable laws and do things the right (best) way possible in the least amount of time.
- Speed: Respond to any situation.

We are looking for an exceptionally organized, responsive, prompt, professional, and precise executive assistant to help our founder Chris Larsen 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 (Google Sheets)
- Notion or a similar project management tool
- Hubspot or a similar tool

Position Details

- This is a part time, 15-20 hr/wk, 1099 contractor position and will grow to more hours with the right person.
- Flexible hours, M-F, between 1pm-5pm EST.
- The pay rate for this position is \$25/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 (Please do not contact Chris Larsen or Next Level Income 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 Next Level Income position."

In the body of the message, please write a 10 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 and project management. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 1 sentences)
- Paragraph #3: Your availability in EST. 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!