



Ground Control Research

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

Ground Control Research (GCR) is a consulting firm that helps startups and entrepreneurs grow their businesses faster and bigger by helping them apply an understanding of their customer to how they operate.

At Ground Control Research we live by our core values of:

- Demonstrate absolute ownership: If it is your initiative, task, project, then it's YOURS. Advocate for what you need to be successful, communicate proactively about it. At the end of the day, you are 100% responsible for what you own and must see it through, even when it is hard or requires you to ask for help.
- Excellent outcomes are the impact: We don't do things for the hell of it, or even for the money. We do them because we live to our vision of helping companies gain more certainty, clarity, and confidence in tackling the toughest problems they face. Client outcomes can't be average – they must be excellent. We each take responsibility for delivering excellence in everything we do.
- Be relentlessly curious: Learn new things, wonder why, see if there's a better way
- Have an athlete's mentality: We are performance-minded, have a can-do and will-do approach, and we understand the value of rest and training in delivering our absolute best.

We're seeking a diligent and self-directed Executive/Personal Assistant to support our founder, Anastassia Laskey, and her dedicated team. You must have strong organizational skills and be exceptionally detail-oriented and highly proactive, with the ability to own your role, solve problems, and take direction well.

You will be Anastassia's right-hand person, working side by side, helping to keep her organized and on-track both personally and professionally. Some of your duties will include completing regular accounting processes, scheduling, follow-ups, email inbox management, sales and marketing process tasks, completing quality assurance tasks, managing client contracts, and maintaining digital organization... This position will require a tech-savvy individual with exceptional communication skills, both written and verbal.

Some of the technical tools you'll need to know or come ready to learn are (training will be provided for all tools):

- Google Suite (skilled with Google Sheets)
- Asana (or a similar tool)
- Calendly (or a similar)
- Hubspot (or a similar tool)

Position Details

- This is a 1099 contractor position, flexible hours (9-5pm EST). Starting with 10-15 hours a week and increasing to more hours and changing to W2 over time with the right person.
- You must have at least three years of Administrative Assistant experience.
- Pay rate: \$30/hr.
- 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 Anastassia Laskey or Ground Control Research 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 Ground Control Research executive 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 this job is a great fit for you, including your experience as an administrative assistant (including the number of years) and the type of task you handled for your boss. (black font, Verdana, 3 sentences)
 - Paragraph #2: Tell us about your experience & level of confidence with professional writing. (red font, Verdana, 3 sentences)
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- Paragraph #3: Your level of proficiency (beginner, immediate, proficient) with the technical tools listed .(blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are, please let us know if you are planning to leave your position for this one), your availability in Eastern Time Zone hours, and where you see yourself in three years. (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!