

Job Posting for:



Please Note: This job is being posted on behalf of Wouter IJgosse ([DecisionVault](https://www.decisionvault.com)) by Great Assistant ([greatassistant.com/](https://www.greatassistant.com/)). Great Assistant is a company that works with entrepreneurs to match them to assistants.

DecisionVault is a forward-thinking legal tech company founded by experienced explorer and creator, Wouter IJgosse. Our mission is to help law firms automate their administrative work, allowing them to focus on what matters most: their clients and growing their practice. We're dedicated to revolutionizing the legal industry by becoming the go-to provider of legal intake solutions that helps law firms gather information in a client-friendly way and improve the overall client experience.

We are currently seeking a highly motivated and organized Virtual Assistant who shares our core values of Putting User Experience First, Always Striving To Be Helpful, and Doing The Right Thing, to support our Founder.

As our assistant, you will be responsible for:

- Managing our founder's email and calendar
- Serving as the first line of defense for inquiries through emails and phone calls
- Booking travel and assisting with event planning
- Preparing our founder for upcoming meetings
- Creating time blocks and keeping track of our founder's schedule
- Triaging emails while keeping track of requests and follow-ups
- Ensuring that all details are attended to and that nothing slips through the cracks
- Providing general administrative support as needed

In addition to the responsibilities listed above, our successful assistant must have the following qualities:

- Strong written and verbal communication and interpersonal skills to handle difficult inquiries with tact and poise
- Highly organized, diligent, and detail-oriented
- Proactive, helpful and efficient
- A collaborative team player who is comfortable sharing ideas and providing feedback

- Confident, professional, and assertive - speaks up when necessary to ensure things are running smoothly
- Accountable, conscientious, and competent
- Tech-savvy and quick to pick up new tools and software

You'll need to be familiar with these tools:

- Google Workspace
- Microsoft Office

Familiarity with these tools will be helpful but not required:

- Basecamp (project management tool)

Position Details

- This is a remote 1099 contractor position.
- This position will start with 15-20 hours per week with the goal of it becoming a full-time contractor position by the end of the year.
- Flexible hours - Monday through Friday from 9:00 am - 1:00 pm MST.
- You must be available for daily morning check-ins and on Mondays for weekly review meetings.
- You must be able to pass a background check.
- The pay rate for this position is \$25/hr. USD
- We're looking for someone to become a long-term (3+ years) member of our team

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Wouter IJgosse or DecisionVault 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 DecisionVault 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 this job is a good fit for you, including your experience as an administrative assistant (please include the number of years of experience you have) and the type of tasks you manage for your boss. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience with being the point of contact for a company and handling inquiries, to ensure that your boss's time is protected and interruptions are minimized. (red font, Verdana, 3 sentences)

- Paragraph #3: Describe a time when you had to manage your boss's busy schedule and ensure all appointments and meetings were properly scheduled and communicated to your boss. (blue font, Verdana, 3 sentences)
- Paragraph #4: If you are/are not currently working (if you are working please indicate when you'll be available to start this position if hired), where you see yourself in three years, if you are available to go full-time by the end of the year, and why you'd be a great assistant to Wouter IJgosse. (black font, Verdana, 3 sentences)

One sentence closing providing the following:

- a closing salutation including your name, email address, and phone number. If you have a LinkedIn profile, please include that as well.

Be sure to attach a resume. Thanks!