

## Job Posting for:



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

Joe Rivera is a motivational speaker, life coach, and goal crusher who specializes in helping business owners, entrepreneurs, high-level executives, and leaders overcome exhaustion, lack of direction, and loss of control by providing a simple roadmap to reforging their lives and achieving ultimate fulfillment. His mission is to transform lives for the better and guide individuals on their journey toward personal and professional fulfillment.

As Joe's administrative assistant, you will be responsible for maintaining social media comments and occasionally uploading pre-existing content, setting up appointments from incoming leads, maintaining Joe's calendar, booking his trips, responding to emails, setting up his landed stages, creating and maintaining processes and procedures, creating a to-do list and a variety of other administrative tasks that will help keep Joe stay on track and organized.

As Joe's administrative assistant, you will be a vital component and an integral part of the business and Joe's right-hand person. This role offers the potential for long-term career growth within the company, including the opportunity to take on additional responsibilities and advance within the organization.

To be successful in this role, you must embody our vision and core values of integrity, communication, inspiration, and purpose and have the following qualities:

- Strong communication and interpersonal skills
- Excellent organizational and time management skills
- Ability to work independently and take initiative
- Detail-oriented and quality-focused
- Positive attitude and strong work ethic
- Willingness to learn and grow with the business
- Passionate, dedicated, and motivated

- Committed to excellence and achieving goals
- Tech-savvy and quick to pick up new tools and software

You'll need to be familiar with these tools:

- Social media for businesses (we use Facebook, Instagram, TikTok, and LinkedIn)
- Google Spreadsheet
- Outlook/Gmail

Familiarity with these tools will be helpful but not required:

- Active Campaign
- Waalaxy

### **Position Details**

- This is a contractor position.
- This position will start with 15-20 hours per week with plans to grow to 40 hours per week in the future.
- Flexible hours - Monday through Friday from 9:00 am - 1:00 pm EST. Being available in the mornings is preferred to get the day started.
- The pay rate for this position is \$20/hr.
- We're looking for someone to become a long-term (3+ years) member of our team.

### **How to Apply:**

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact Joe Rivera 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 Joe Rivera 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 a virtual executive assistant (please include the number of years of experience you have) and managing your boss's daily tasks, calendar, and schedule. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience with managing a company's social media accounts, including uploading pre-existing content and handling comments, and engaging with new followers. (red font, Verdana, 3 sentences)
- Paragraph #3: Please indicate your proficiency level (beginner, intermediate, proficient) with Google Sheets, Gmail, and Microsoft Outlook. If you are familiar with Active Campaign and Waalaxy, please mention them as well. If you are not familiar with these tools, please let us know how you plan to learn them. (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, and are you willing to commit to a full-time schedule in the future if the opportunity arises? (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!