

 **MPZ HOLDINGS**
A LEADING FRANCHISEE OF MARCO'S PIZZA

Please Note: This job is being posted on behalf of Simple Venture Holdings (<https://mpzholdings.com/>) by Great Assistant, a division of Profit Factory (<https://www.profitfactory.com/>). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Simple Ventures Holdings owns and operates multiple franchised businesses including European Wax Center, Marco's Pizza, VIO Medspa, and Dave's Hot Chicken. We try to make 1-2 investments per year. We are intimately involved with each of the businesses providing support to the teams on a daily basis.

The successful candidate will resonate with Simple Venture Holdings' values of:

- Choose positivity
- Show gratitude
- Do the right thing
- Believe it's possible

We are looking for an assistant who can help the entrepreneur get more efficient with his time so he can take on more projects.

Tasks will include, but are not limited to:

- Send daily KPIs from various companies to Kal
- Work on daily/weekly one-off projects
- Send out Gratitude texts to high performing Managers
- Send out Happy Birthday cards to Management
- Organize Dropbox, and Google Suite, organize calendars

Technical skills you must know or come ready to learn: (Training will be provided for all the tools)

- Google Suite
- Slack
- Microsoft Office

Position Details

- This is a W2 full-time position with benefits
- The pay rate for this position is \$22/hr.
- We're looking for someone to become a long-term (3+ years) partner

How to Apply:

Email: jobs@greatassistant.com (Please do not contact Simple Venture Holdings 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 Simple Venture Holdings position."

In the body of the message, please write 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 an excellent fit for you, including your experience as a virtual assistant. (blue font, Verdana, 3 sentences)
- Paragraph #2: Your experience with the technical tools listed. (red font, Verdana, 3 sentences)
- Paragraph #3: Tell us how you go about keeping your supervisor on task. (blue font, Verdana, 3 sentences)
- Paragraph #4: Your availability in EST. What do you see yourself doing in three years, if you are/are not currently working, and when would you be able to start your new position? (black font, Verdana, 3 sentences)

One sentence closing provides the following:

- a closing salutation including your name, email address, and phone number

Be sure to attach a resume. Thanks!