

Please Note: This job is being posted on behalf of Terrapin Holdings LLC 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.

Terrapin Holdings consists of a marketing agency (Terrapin Agency) and a property management company.

The marketing agency specializes in digital marketing, Shopify management, and Amazon management. Clients will be in the natural foods industry and hospitality space.

The property management company specializes in short-term rental property management, including a focus on setting up and promoting direct bookings.

The successful candidate will resonate with Terrapin Holdings' values of:

- We are always on the same team
- Go the extra mile
- Teach what you learn, learn what you teach

We are looking for an assistant comfortable handling all the follow-through in the entrepreneur's life - business and personal. The successful assistant takes input from the entrepreneur and makes it a reality. The assistant should be comfortable educating others about the entrepreneur's business systems. You should be very organized and detailed in managing systems and processes.

Tasks will include, but are not limited to:

- Scheduling and planning
- Research projects, such as finding vendors, freelancers, and contractors
- Digital marketing activities, such as email, SMS, blog posts, social media posts, etc.
- Project management by monitoring what stage tasks are in and moving it between the people involved
- Respond to guest messages on Airbnb/VRBO
- Respond to comments and DMs on social media
- Coordinate tasks with vendors, freelancers, and contractors
- Create SOPs and detailed documentation

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

- Google Workspace
 - Asana
 - Klaviyo
-

- Notion
- Slack

Position Details

- This is a W2 part-time position, 25-30 hours per week, that could grow to full-time, if you are located in Canada it will be a 1099
- Hours are Monday through Friday and flexible, touch bases are preferred in the afternoon PST
- The pay rate for this position is \$20/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 Terrapin Holdings, LLC 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 Terrapin Holdings,, LLC 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 a great 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 planning, prioritizing, and executing tasks (blue font, Verdana, 3 sentences)
- Paragraph #4: Your availability in PST. 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!