

# Job Posting for:



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Please Note: This job is being posted on behalf of [Simplegrid Technology, Inc](http://Simplegrid Technology, Inc) by Great Assistant ([greatassistant.com/](http://greatassistant.com/)). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Ahsun Saleem is the CEO of Simplegrid Technology, a Managed Services Provider that operates as a virtual IT department for its clients. Offering IT support, project management, cybersecurity services, and procurement assistance, Simplegrid serves clients in the NYC/NJ area across various sectors, including legal, financial services, and healthcare.

Simplegrid is currently seeking an Executive Assistant to provide support to our CEO. This position is a contract role, intended to cover our current EA's maternity leave, with the possibility of transitioning to a permanent position depending on performance and company needs.

**As our Executive Assistant, some of your key responsibilities will include:**

- Managing the CEO's email and identifying important messages requiring responses
- Overseeing the CEO's calendar, scheduling appointments, and managing potential conflicts
- Handling procurement requests, including ordering and invoicing
- Collaborating with the CEO to track accounts payable and ensuring timely bill payments
- Generating and sending invoices to clients
- Processing payroll for the company
- Performing other administrative tasks as requested

**To be successful in this role, you must embody our vision and core values of Integrity, Accountability, Collaboration, Innovation, Vision, and Excellence, and possess the following qualities:**

- Exceptional attention to detail
- Basic accounting skills
- Ability to "get things done", take ownership of tasks, and work with others to ensure resolution
- Proactive mindset with the ability to identify potential issues and bring attention to them
- Sharp, perceptive, and able to think on their feet
- Tech-savvy, with the ability to quickly learn new tools and systems

- Background in Accounting/Bookkeeping is a huge plus!

**You'll need to be familiar with these tools:**

- Office 365 (Outlook/Word/Excel/Teams)
- Quickbooks

**You'll need to be ready to quickly learn the following tools:**

- ConnectWise Manage
- QuoteWerks
- Pax8

**Position Details:**

- This is a 6-month contractor position with the possibility of becoming a permanent Full-Time W2 position with benefits.
- Hours are Monday through Friday from 8:30 am - 5:30 pm or 9:00 am - 6:00 pm ET with a one-hour lunch.
- You'll need a PC or Mac computer/laptop. A virtual desktop will be provided.
- The pay rate for this position is \$20/hr.

**How to Apply:**

Email: [jobs@greatassistant.com](mailto:jobs@greatassistant.com) (Please do not contact Ahsun Saleem or Simplegrid Technology 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 Simplegrid Technology 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 a virtual executive assistant (please include the number of years of experience you have) and your experience with email and calendar management and other tasks relevant to this position. (black font, Verdana, 3 sentences)
- Paragraph #2: Tell us about your experience with accounts receivable and accounts payable. In addition, if you have experience with procurement ordering and invoicing, let us know here. (red font, Verdana, 3 sentences)
- Paragraph #3: On a scale of 0-10, rate your proficiency with Office 365 and Quickbooks. If you know any of the other tools mentioned in the job posting, tell us here. Let us know your strategy for learning and mastering new tools. (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 why you'd be a great Executive Assistant to Ahsun Saleem. (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!