

# Job Posting for:



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Please Note: This job is being posted on behalf of [CADTALK](#) by [Great Assistant](#). Great Assistant is a company that works with entrepreneurs to match them to assistants.

Scott Brickler, an experienced engineer and successful entrepreneur, is the CEO of CADTALK, a leading software integration company catering to manufacturing businesses. We convert engineering designs from CAD systems into actionable manufacturing plans stored in ERP systems, enabling effective communication between the two.

We're seeking a detail-oriented, efficient, and quality-focused Virtual Assistant to support our CEO. If you resonate with our core values of relentless reinvention, intelligent integration, speed with focus, and delivering outstanding outcomes, we'd love to hear from you!

**As our Virtual Assistant, some of your responsibilities will be:**

- Managing CEO's emails and schedule
- Extracting and organizing key action items and meeting summaries
- Maintaining Trainual documentation for knowledge transfer and efficiency
- Establishing systems and processes
- Compiling accurate commission and expense reports
- Coordinating travel arrangements
- Collaborating with team members and contractors
- Providing project updates and prioritizing tasks in meetings
- Identifying areas for improvement in productivity and efficiency
- Supporting social media activities

**In addition to the above, the ideal candidate must possess the following qualities:**

- Exceptional work ethic with a proactive and independent mindset
- Takes responsibility and is accountable for their actions
- Excellent organizational and time management skills
- Ability to take ownership of projects from start to finish
- Strong communication skills, both written and verbal
- Confident, professional, and assertive when needed
- Initiative and problem-solving skills

- Tech-savvy and quick to adapt to new tools and software

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

- Microsoft 365 Suite

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

- Azure DevOps
- Zoom and Microsoft Teams
- Trainual
- Chargebee

**Position Details:**

- This is a full-time W2 position for applicants based in the USA, if you live in Canada, this will be a contractor position.
- We offer a comprehensive benefits package (for W2 Employees) that includes: 100% employer-paid medical insurance, dental/vision coverage, paid time off (PTO), sick leave, paid holidays, and a 401k plan with employer match.
- Hours are flexible and can be determined between you and our CEO.
- The pay rate for this position is \$23/hr.
- A Microsoft Surface will be provided for work purposes.
- 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 Scott Brickler or CADTALK 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 CADTALK 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 assistant (please include the number of years of experience you have) and tell us about the specific tasks you've performed that are relevant to this position. (black font, Verdana, 3 sentences)
- Paragraph #2: Describe a time when you had to anticipate your leader's needs and act proactively to ensure a project's success. (red font, Verdana, 3 sentences)

- Paragraph #3: How do you maintain a balance between bringing important matters to your leader's attention and managing issues independently to avoid overloading 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 why you'd be a great Virtual Assistant to Scott Brickler. (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!