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simple ways to organize your business so you can get your life back

Position Title:

About the Company:

Brief description that includes answers to these questions:

1. Who are you?
2. What do you stand for?
3. What does your company do?
4. Who do you service and how?
5. Your office hours (if applicable)?

Overview of the Role:

Consider including:

1. Any general requirements or guidelines
2. Any “must-haves” or “mustn’t-haves”
3. Overall description of the position and how it fits in terms of creating value for your customers
4. Your pet peeves
5. Description of your “dream assistant” scenario (keep it short)

Primary Skills Needed:

For example:

- Experience with project management and exceptional organizational skills
- Video editing expertise
- Familiarity and comfort with social media as well as an eagerness to learn new tools
- Active interest in marketing and communications
- Ability to work independently and be proactive

Required Software Knowledge:

For example:

- Google Docs
- Wrike

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- WordPress
- Basic HTML
- Hootsuite and/or Buffer
- YouTube and Vimeo

Logistics of the Position:

For example:

- This is an independent contractor position of **xx** hours per week for \$**xxxx** per month.
- This is a remote position, so self-discipline is crucial.
- You need your own laptop (Mac, PC preferred?).
- You must be able to Skype regularly.
- Availability at least **xx** hours during my business hours (**xxxxx**) is required.

Tasks & Responsibilities:

Category 1:

- **xxxxxx**
- **xxxxxx**
- **xxxxxx**

Category 2:

- **xxxxxx**
- **xxxxxx**
- **xxxxxx**

Category 3:

- **xxxxxx**
- **xxxxxx**
- **xxxxxx**

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Instructions To Apply:

Consider including:

1. Specify when qualified candidates will hear from you.
2. Ask them to send you a resume and cover letter stating why they are interested in this position and where they see themselves adding value to your customers.
3. Ask them to tell you what excites them about this position and what responsibilities from the list above they'd be thrilled to take on.
4. Ask them to tell you where they see themselves falling short in their knowledge/experience and what responsibilities from the list they wish weren't required.
5. Test their attention to detail by asking them to use a certain subject line or answer your questions in a certain order.