



Position Open: Executive Assistant

Company: Moolah Marketing

Application Deadline: December 30, 11:59pm CST

Position Overview

Do you love helping others and proactively look for ways to make their life better? Do you immediately see what tasks need to be done and run with them -- even when others around you aren't sure what to do next OR they are running around trying to do too many things all at once!

Maybe you love multitasking and doing something different every day ... and checking off your to-do list sends shivers of joy down your spine.

If so, you'll be an ideal candidate to be the Executive Assistant for Rachel Miller at Moolah Marketing.

Moolah Marketing is looking for an Executive Assistant to help Rachel do "all the things" so she can focus on what she does best - helping entrepreneurs grow their audiences and get massive engagement online.

Rachel is looking for an Executive Assistant who thrives working with someone who is high-energy, spontaneous, and just a little on the quirky side.

As her Executive Assistant, you'll be the keeper of the heart of the company, shining your positivity with the entire team.

Sometimes you'll work "side-by-side" with Rachel (online), getting tasks done. Other times, you'll find yourself chatting on slack while using a hotspot with your computer in the orthodontist's parking lot. (Rachel will be on her hotspot chatting with you at the same time!)

This is a contract position for 15 to 20 hours per week. (Position could grow to full time in the near future.)

Responsibilities (tasks associated with the role)

- Organizing email, meetings, and Rachel's calendar
- Booking tasks & scheduling Rachel's work day
- Implementing podcast workflow
- Managing some marketing related tasks (CRM emails, reporting, etc)
- Managing and documenting expenses
- Ordering company supplies as needed, paying invoices
- Booking travel
- Data entry as needed
- Getting deliverables to 3rd party vendors when needed (accounting, legal, etc.)
- Solving customer service issues - when Customer Service team has overflow

Requirements (expected proficiencies to excel in this role)

This position is for a person who is:

- Motivated to find work to do (good at taking initiative)
- Calm and positive in stressful situations
- Able to work with high-energy individuals
- Enjoys working side-by-side (at times) with an entrepreneur
- Good at finishing tasks to 100%
- Detail orientated
- Comfortable working in a flexible, online environment

Additional Requirements

- Reliable internet connection
- Available to attend meetings at the following times: Monday 9am-11am CDT, Wednesday 11am CDT
- Available and willing to overlap working hours with 7am-8pm CDT. (However - within those hours, there is a GREAT deal of flexibility when and where you complete your work.)

This position is NOT for someone who:

- Has no experience with marketing and online sales
- Is uncomfortable taking the initiative
- Wants a slow and steady work environment
- Doesn't enjoy having FUN while they work

- Is uncomfortable with things being a little quirky and chaotic at times.

Software Utilized by Company

Asana, Google Suite, Wordpress, Infusionsoft, Slack, ClickFunnels, Canva, Google Analytics

Current Team Members

Moolah Marketing runs a tight ship, with a few dedicated contract workers and several part-time contract workers. You'll be joining a small but growing team.

About Moolah Marketing

In Rachel's own words:

Hi, I'm Rachel. Mom to a vanful, coffee-chugging extrovert. I have been building pages for over a decade, some into multi-millions in fans. I have used those audiences to promote my book (selling over 100,000 copies), appear on Good Morning America to discuss my viral video, I have spoke to crowds in the thousands, and have built multiple websites each six-figure+ earning... but what I love the most is seeing other do the same thing.

Moolah Marketing helps companies grow their PERFECT audience and get MASSIVE engagement. They work with small businesses, big brands & everyone in-between.

Learn more about the company **HERE** and **HERE**.

The cultural pillars include:

- Quirky
 - Authentic
 - Easy
 - Fun
 - Efficient
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Application Instructions

If you meet the outlined criteria, please apply here:

[APPLICATION](#)

Application deadline is Wednesday, December 30, at 11:59pm CST.

Please no PM's to me or my team. You may send questions to toriann@integrateup.co.