

# Manager Assistant

## Job details

### Salary

\$16 an hour start  
up to \$25 an hour within 5 years

### Job Type

Full-time

## Full Job Description

We are a real estate investment company looking for an office worker who can assist our company manager in all his responsibilities. The vast majority of time would be spent doing a wide variety of office work related to the general management and clerical responsibilities of the company. A small minority of time would be spent taking care of miscellaneous business such as running errands, interacting with employees at other locations, etc.

The best way to describe the nature of the work is that the job is to run a small business working directly with the manager of that business. The exact nature of the work varies from day to day, because the job is to run the business, and that requires different activities from one day to the next.

Pay starts at \$16/hour and adequate performance would allow for a 5 year plan to work up to \$25/hour. The starting point of \$16/hour is upward negotiable for a sufficiently qualified applicant. Additional raises would be available after reaching \$25/hour, and would be negotiated at that time. \$25/hour is not a wage ceiling. We view this as a career position, and we are seeking an employee who is willing to approach it from the same perspective.

This position has long term potential, as it would be ideal for us to promote the manager assistant to manager in several years when the current manager semi-retires. Such a promotion of course depends on performance, but our first choice to respond to the current manager's semi-retirement is to promote his assistant to his former position. A promotion would result in a \$5/hour raise which would be apart from the regular raise schedule, for a wage potential after 5 years of \$25/hour if the promotion is received. Further raises at a more gradual rate would proceed from there onward.

Some benefits of this position include an engaging variety in the work performed, experience in small business operation, a relaxed work environment, a reliable full time schedule, and flexibility in time off for vacations and such.

We have experienced a lot of turnover in this position. While the work environment is relaxed, the performance expectations are high. It is in our best interest and your best interest that you only apply for this job if you are up to its demands.

There have been two main reasons for the turnover. First, the position is inherently not as structured as many jobs. To effectively assist in the management of the company, you must be able to independently address problems in the best interest of the company, without generally being provided a detailed instruction set on how to deal with each issue. That is an unavoidable aspect of this position; the manager needs to be able to quickly and efficiently hand off problems to the assistant without spending a huge amount of time determining and laying out the details. We value communication and the manager is available to discuss issues as they come up, but as a general rule the assistant needs to be able to independently solve problems starting just from a statement of the problem and maybe some contextual

information. If you would feel lost without detailed instructions coming with each task, this position is not right for you.

The second major reason for recent turnover is stress management. You will work with minimal direction due to relying on your own problem solving skills rather than detailed instructions. You will receive assignments from a task management system, and there may at times be dozens of tasks docketed in that system representing weeks worth of work waiting to be done, some of which will be fairly pressing. You will need to be able to tolerate a certain lack of predictability; unexpected things will come up and you will spend some shifts doing different work than you might have anticipated. New situations that no one in the company has ever had to deal with might come up, and you will often be the one expected to figure out how to proceed. If any of these things would cause you unmanageable stress, this position is not a good fit for you.

Although what you do during a shift can be unpredictable, shifts are firmly scheduled and you would rarely if ever get asked to do anything outside that regular schedule. While it is expected that you keep a fixed schedule, we are flexible with time off and we are also flexible with exactly how we arrange your schedule, which can be 30-40 hours per week depending on your preference.

We are looking for an applicant who can demonstrate an aptitude for independent problem solving. We do not have a specific way we are looking for that to be demonstrated, but possibilities include recent education with good grades in college, or recent work history with similar demands. A college degree with good grades in a clerically related field would be ideal, but all majors are encouraged to apply if they feel qualified.

This job requires a valid driver's license, and it is preferred that you be willing to use your own vehicle at the current standard IRS per mile reimbursement. The work location is presently in the manager's home office, which is a dedicated office space consisting of three rooms. You would work in one room while he worked in another.

We really believe this is a great work environment with real growth potential. We look forward to meeting you and working together!

Job Type: Full-time

\$16 an hour start  
up to \$25 an hour within 5 years

Schedule:

- 8 hour shift

Work Location:

- One location

This Job Is:

- A "Fair Chance" job (you or the employer follow Fair Chance hiring practices when performing background checks)
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience

- A job for which all ages, including older job seekers, are encouraged to apply
- A job for which people with disabilities are encouraged to apply

Company's Facebook page:

- <https://www.facebook.com/prayahomes/>

Work Remotely:

- No