

hi! are you our *Project Manager?*

Who We Are

Elevate Virtual Assistant Services is a boutique agency that supports C-level Execs, founders, entrepreneurs, and small businesses with Ongoing Operational Management and Administrative Services.

Ashley, our founder and CEO, is very passionate about providing excellent support to our amazing clients. We strive to help our clients reach success and profit in their businesses, while bringing back the balance to their work and personal life. Maintaining a work/life balance is important to our internal team members as well. We're a super friendly, supportive, and communicative team of admin pros!

About The Role

We're looking for a Project Manager Subcontractor who knows their stuff and loves serving business owners in building the plan to their vision, who can help set up the perfect systems and processes, and who loves building SOPs . You've got a strategic brain and know how to use it in the world of business! You love a fast paced environment and aren't afraid to lead, manage, and above all, serve our amazing clients!

As an PM for Elevate, you will be working closely with our clients to manage their ongoing Operations, Teams, Projects, and Systems. This includes looking at all projects from a strategic point of view, being an excellent communicator, having hard conversations when needed, managing tons of moving parts all at once, updating the data (#metricsmatter), setting up killer project plans and delegating like a boss! You will work closely with the client's Executive Assistant on our team, so you must be comfortable navigating both the client relationship as well as the EA relationship.

Our PM will also act as an Account Manager, handling client relations. You'll maintain client relations of the team members in your assigned pod. It's important that you feel confident handling potential confident, sensitive, or hard conversations. This role is an integral part in providing the excellence our clients deserve and therefore requires a great deal of responsibility, organization, and experience. We need someone who is not afraid to lead with love and get the job done.

Requirements

Minimum 2 years project management/OBM experience

Must have beyond-the-basics knowledge in the following platforms used in this role: Google Workspace (Calendar, Gmail, Docs, Sheets, Slides, Drive), Slack, Zoom, Canva, Asana, and Loom. It's also important that you feel comfortable and are excited about learning new platforms that our clients use in their businesses!

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Requirements Cont.

A laptop or desktop is required, either Windows or Mac: for Windows, Windows 10 Pro or newer (minimum 16G of RAM) with up-to-date anti-virus software, for Macs, OS Catalina or newer. Other requirements include a webcam & microphone (built-in or standalone).

Must have a quiet space with good lighting for meetings with a reliable high-speed internet connection and proficiency with remote or cloud-based tools such as instant messaging, Skype, Zoom, and Google Suite.

*Responsibilities May Include:

Project Management, Team Management, Tech/Funnel Setup & Management, Metrics Management, Systems Set Up & Creation, Updating & Creating SOPs

Systems Our Clients Use:

Slack, GSuite, Canva, Kajabi, Kartra, Wordpress, Squarespace, Zoom, Clickfunnels, Active Campaign, Asana, Leadpages, Zapier, Dubsado, Infusionsoft

Long story short, this role is NOT short on variety and you will probably NEVER be bored!!

About You:

****This position is for you if...**

You are skilled at handling conflict and having hard conversations.

You have client/customer relations experience.

You are an organizational ninja.

You know how to lead and can effectively manage teams in a way that leads with love while getting the job done!

Metrics are your jam. You can look at the new client's backend and immediately start planning out in your mind what spreadsheets and info you need to collect (because what gets measured gets improved).

You understand business strategy and the project management it entails.

You're a SPONGE for learning new platforms.

You speak up if you see a problem or realize there's a more efficient way. (You don't just make it work, you make it better!)

You thrive in a fast paced work environment.

You know how to manage your time and work independently but also enjoy collaboration and are a team player.

You're resourceful- meaning you know when to Google it but also know when to just ask for help.

Are available from 9am-5pm Local Time Monday-Friday.

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This position is NOT for you if...

You're afraid to speak up and lead!

You're full of excuses on why you're missing deadlines.

You DON'T take constructive criticism well.

You don't have the bandwidth to take on more clients. (we're looking for someone who wants to grow with us and be here for the long haul!)

You don't have AMAZING attention to detail

You tend to be last minute and have a "just get it done" attitude instead of "make it great".

Client satisfaction and customer service is NOT a priority for you.

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Bonus Points If:

You've taken Nicole Jackson Miller's "PM Like a CEO" course or have been OBM certified with Sarah Noked

You've worked with C-Level Execs and/or startup companies

Benefits:

You will be compensated as a 1099 independent contractor. You will be paid \$30/hour. After 6 months of tenure (and every 6 months thereafter), your pay can increase up to \$40/hour.

In addition to joining an awesome and supportive team, you'll also have access to a monthly training to up your skill levels on new platforms and skillsets.

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