

MILLIONAIRE Mom

THINK IT. BUILD IT. LIVE IT.

Do you like watching HGTV's Income Property? Well here at Millionaire Mom, we do ALL things income property related... well except managing tenants...

We are a dynamic & entrepreneurial real estate investing company is looking to hire and train a resourceful and detail-oriented person. Specifically, we need a part time Administrative Assistant...

At Millionaire Mom, you can:

- Be part of an inspiring, creative, making a difference team
- Set your own hours for work and personal life flexibility
- Work from our office, from your home and occasionally you will need to drive to some of our project locations.
- Be coached towards developing yourself personally, professionally, and financially
- Make a difference in helping to grow and exciting business and work side by side with the dynamic energetic owner

With Millionaire Mom, you will:

- Develop relationships with our Property Managers and Contractors addressing issues and removing road blocks from our part as much as possible.
- Staying on top of issues i.e. non payment of rents so that it doesn't get missed.
- Be the liaison with our insurance firm ensuring all insurance is up to date, paid on time and fulfilling all requirements.
- Be the liaison for all utility's companies ensuring all bills paid on time. Addressing any issues related to utility companies.
- Maintain all files both physical and virtual in the most efficient, effective way possible.
- Maintain the company website, adding items as requested by owner. Knowledge of WordPress will be key... okay if you learn on your own time.
- Participate and launch some social media campaigns as strategized with owner.
- Reduce owners work-load. Be willing to do a diversity of random tasks.
- Be comfortable with technology. Help implement new systems like a CRM and phone systems. Learn these systems and teach others how to use them.
- Continually be considering ways to streamline your role to be more cost effective and efficient opening your self up for more challenging opportunities. I.E. hire a virtual assistant overseas to do regularly occurring paperwork. (You will be required to prove your case, but we like to try new things here and learn what we can).
- Be challenged to grow and think outside the box
- Be asked for your opinion on how the business can improve

Logistics:

- You need to live in the Barrie area
- You need a vehicle

At Millionaire Mom, you must:

- Be detail oriented
- Be resourceful in figuring out solutions
- Be a team player win/win/win
- Be a self starter
- Be willing to learn
- Be willing to examine your strengths and weaknesses
- Be committed to the growth of yourself and the company

If we sound like a good fit for you, please follow the directions below.

Because there are a lot of applicants who just send resumes for a position like this, we have set up a 3 part application process to allow the cream of the crop to rise to the top. Part of our selection process will be finding someone that will step out of their comfort zone and will go the extra mile. If one of these steps is not complete, then your resume will not be reviewed. So please read carefully and follow the detailed instructions as a requirement for the position.

- 1) Reply to this posting with your resume attached.
- 2) Complete this survey (copy and paste into browser): <https://my-personality-test.com/> and forward your result to the following email address. Be sure to put your name in the subject.
- 3) Send a 1 minute or less video of yourself to susan@millionairemom.co. Tell us a little about you and why you think you are a good fit for the job.

Thank you! We so look forward to meeting you and having you join our dynamic team. Check us out at millionairemom.co.

Note: All candidates are required to pass a background check before being hired.