



Here We  
Grow!

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**A \$100K Hire Should Never  
Be Doing \$15/hr Work**

We Are A

# Total Staffing Solution

When you partner with GrowthAssistant you do not have to review / evaluate resumes or coordinate / facilitate / participate in ANY interviews - **we own this process 100%**! You can sit back and simply await the arrival of your GrowthAssistant at your (virtual) doorstep. After placement, should the GrowthAssistant not fit the bill (this is highly unlikely), don't stress! We have an effective and efficient replacement process that expedites the recruitment process - we are talking days, not weeks.

**Let's Grow!**



**Job Advertising**



**Background Checks**



**Interviews & Assessments**



**Candidate Screening**



**Negotiation**



**Onboarding**

# What We Do (for YOU!)



**We Are Your Strategic HR partner**



**We Find, Screen, and Place College Educated GAs**



**All Our GAs are from the Philippines**



**Our GAs Speak and Write in English**



**Our GAs Work Exclusively for you – Embedded Model**  
Slack channels, Company email, Attending Zoom Meetings



**Our GAs Work 40 hours / per week in your time zone**



**Our GAs have Minimum 1 year of experience**



**We Focus on Low-to-No Judgement Tasks and Excel when given prescriptive direction**



**Friendly reminder:** We are not strategists, analysts or content creators - that is YOUR genius and we're here to support



# Everything You Need To Know

(before You Grow!)



**\$3,000 - \$4,500 /  
month per  
GrowthAssistant**



## **Contract**

90-day minimum, then  
month-to-month



## **Cancellation**

30 day notice



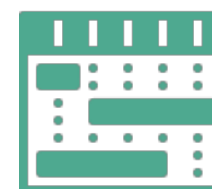
## **CC Authorization Form**

To be completed after getting  
aligned on the role(s) - this  
ignites the search!



## **Payment**

Your credit card will be  
charged when your GA starts -  
we do not charge you during  
the recruitment period!



## **Timeline**

Expect your GA to start  
2-3 weeks after you've  
completed your CC Auth  
Form!

# Rate Chart



Core

\$ **3000**

Minimum 1 year  
of experience

- ✓ Digital Marketing Assistant
- ✓ Graphic Designer
- ✓ Marketing Generalist
- ✓ Shopify Assistant
- ✓ Sales Assistant
- ✓ Leads Generation Assistant
- ✓ Customer Support
- ✓ Accounting Assistant
- ✓ Operations Assistant
- ✓ Executive Assistant
- ✓ Recruiter / Sourcer / HR Assistant

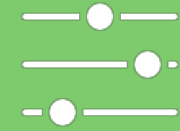


Premium

\$ **4000**

Minimum 3-5 years  
of experience

- ✓ Data Analyst (aka Report Analyst)
- ✓ Email Marketer
- ✓ Project Management Assistant
- ✓ SEM Assistant
- ✓ HubSpot SME
- ✓ Landing Page Creation – Pardot
- ✓ Digital Marketing Assistant – Search / PPC
- ✓ SDR / Sales Assistant



Custom

\$ **4500**

Minimum 5 years  
of experience

- ✓ Specialist CRM Assistant
- ✓ Website Developer
- ✓ Marketing Data Engineer

# GrowthAssistant Roles



**Digital Marketers**




**Designers**



**Operations Assistant**



**Executive Assistant**



**Lead Gen + Outreach Assistants**



**Customer Service Assistant**



**Recruiting Assistant**



**Data Entry & Analysis Assistants**



**Sales Development Representative**



**Email Marketer**



**Project Management Assistant**



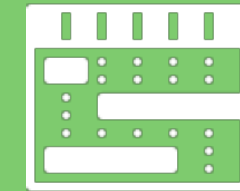
**Marketing Generalist**



# Digital Marketers



Digital Marketing Assistant – ***Paid Social***



Digital Marketing Assistant – ***Organic***



Digital Marketing Assistant – ***Paid Search***



Digital Marketing Assistant – ***General***





## Digital Marketing Assistant – **General**

- ✓ Sits in your social channels and flights ads (FB, Insta, TikTok, LinkedIn, etc)
- ✓ Manual parts of posting a content calendar for review/approval
- ✓ Uploading images
- ✓ Implementing pixel
- ✓ Light editing in Canva
- ✓ Templated reporting
- ✓ Dashboard work
- ✓ Not creative strategy

### **Common Tools / Apps / Software**

- ✓ G Suite
- ✓ Canva



Technical skills and proficiencies vary by GrowthAssistant. *Our clients have the opportunity to dictate tool/app/software preferences and GrowthAssistant will recruit accordingly.*



Categories



Roles



## Digital Marketing Assistant – ***Paid Social***

- ✓ Manage digital campaigns - client to provide parameters
- ✓ Monitor analytics and adjust according to client direction/parameters
- ✓ Coordinate with in-house design team for creatives
- ✓ Templated reporting and dashboarding - metrics given by the client
- ✓ Community management (paid ads only) - client to provide templates/scripts and guided responses
- ✓ Organize ad naming conventions and url tagging
- ✓ 2+ years experience with Paid Social Ads (optimization) is a must-have
- ✓ Experience with Asana or similar is a must-have
- ✓ Experience with Looker (or similar) is a nice-to-have

### Common Tools / Apps / Software

- ✓ Asana
- ✓ Social Media Ads (i.e Facebook, Google, Youtube)
- ✓ Looker
- ✓ Sprout, Bitly, Zapier or similar social media marketing tools

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Categories



Roles



Design Assistant–  
**General**



Design Assistant–  
**Front End Web Dev**



Design Assistant –  
**Video**

# Designers





## Design Assistant – **General**

- ✓ Design static graphics for ad sets (iterations using existing brand assets)
- ✓ Landing page design
- ✓ Design email headers
- ✓ Create website banners and graphics/Basic front end web dev
- ✓ Edit creative assets (crop, resize, etc.)
- ✓ Experience with Adobe Suite and Canva a must-have
- ✓ Light video editing is a nice-to-have
- ✓ Light animation work is a nice-to-have (i.e. GIFs)

### Common Tools / Apps / Software

- |               |             |                  |
|---------------|-------------|------------------|
| ✓ Adobe Suite | ✓ Photoshop | ✓ Adobe Premiere |
| ✓ Canva       | ✓ Unbounce  |                  |



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Check out our [Design Portfolio](#)



Categories



Roles



# Operations Assistant



**e-Commerce Assistant**



**Business Op's Assistant**



Roles



## e-Commerce Assistant

- ✓ Organize and maintain digital assets library in Google Table or similar software, where structure is already created
- ✓ Provide administrative support on the backend store - products, collections, listings, billing, etc.
- ✓ Provide support for the client's Shopify or Amazon site by designing, creating, and editing pages (using pre-built templates) and adding and modifying products
- ✓ Clean up data in Shopify/Amazon (i.e make sure descriptions are consistent, sku's/QR/bar codes working, etc.)
- ✓ Experience with project coordination is a must-have (ClickUp preferred)
- ✓ Experience in Shopify or Amazon is a must-have
- ✓ Experience with Microsoft Outlook or G Suite is a must-have

### Common Tools / Apps / Software

- |  |              |   |
|--|--------------|---|
| ✓ Google Table                         | ✓ MS Outlook | ✓ ClickUp or similar project management tools |
| ✓ Shopify or other e-commerce platform | ✓ G Suite    |   |



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Categories



Roles



## Customer Service Assistant

- ✓ Answer customer queries via email, calls, and other communication platforms with templated responses
- ✓ Respond to communications in a timely manner
- ✓ Escalate inquiries when necessary
- ✓ Maintaining and managing company
- ✓ CRM Experience w/ HubSpot, Netsuite, Zendesk, Gorgias, etc

### Common Tools / Apps / Software

- ✓ Hubspot, Salesforce or similar CRM
- ✓ G Suite
- ✓ Zendesk or similar ticketing system
- ✓ MS Office

 Technical skills and proficiencies vary by GrowthAssistant. *Our clients have the opportunity to dictate tool/app/software preferences and GrowthAssistant will recruit accordingly.*





# Lead Gen + Outreach Assistants



**Profiler / Lead  
Generation Assistant**



**Influencer Assistant**



**Sales Assistant /  
Marketing Op's**



Roles



## Sales Development Representative

- ✓ Cold calling
- ✓ Manage a high volume of outbound emails and ability to provide appropriate responses and handle objections - the goal is to book a meeting.
- ✓ Responsible for calling prospects to confirm attendance prior to the meeting - client to provide scripts and/or guided templates
- ✓ Support ad hoc sales administrative tasks
- ✓ 2+ years. of experience with appointment setting (phone & call outreach)

### Common Tools / Apps / Software

- ✓ Hubspot, Salesforce or similar CRM
- ✓ Dialer (i.e Xencall, Ring Central, Vici)
- ✓ G Suite



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# Data Entry & Analysis Assistant



Reports / Data Entry /  
Research Assistant



Data Analyst





## Data Analyst

- ✓ Create and manage SQL queries from scratch
- ✓ Pull data from social media channels or other sources
- ✓ Templated reporting and dashboarding
- ✓ Build new features in existing reports
- ✓ Conduct audits for existing queries and data models for continued accuracy
- ✓ Investigate discrepancies between data reports

### Common Tools / Apps / Software

- |                 |                                      |                               |
|-----------------|--------------------------------------|-------------------------------|
| ✓ Tableau       | ✓ Python                             | ✓ Databox or similar BI tools |
| ✓ Advanced Ecel | ✓ Hubspot, Salesforce or similar CRM |                               |



Technical skills and proficiencies vary by GrowthAssistant. *Our clients have the opportunity to dictate tool/app/software preferences and GrowthAssistant will recruit accordingly.*



Categories



Roles

# Find Us Here!

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🌐 [www.growthassistant.com](http://www.growthassistant.com)

