



Guardian Defense Job Description

JOB TITLE: **ADMINISTRATIVE ASSISTANT**

JOB TYPE: Independent Contractor

REPORTS TO: Vice President

SUPERVISES: None

PAY RATE: \$14.00-\$16.00/Hourly

POSITION DESCRIPTION:

The Administrative Assistant's primary responsibility is to provide administrative support that ensures efficient operations of Guardian Defense. This includes social media engagement, advertising, writing and editing articles, scheduling and communication with instructors, and office management.

This opportunity is available as either a full-time or part-time position.

Location: Candidate should reside within driving distance of zip code 33427.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Answer and direct phone calls
- Logging/collect/file employee paperwork, financials and other items
- Scheduling and communication of meetings with instructors
- Scheduling of travel for instructors
- Write/publish/edit blogs on recent training or relevant topic
- Write/post/edit advertisements and news on social media platforms regularly
- Write/publish/edit advertisements through email lists and alternate means of advertising
- Maintain up-to-date office and training supplies
- Keep regular communication with supervisor

WORKING CONDITIONS:

Work is performed at home and at Guardian Defense's office. Administrative Assistant must have an adequate home office that is separated from their primary living area and includes their own computer, internet access, and cell phone. This position requires reliable transportation. Administrative Assistant should not be performing any other tasks while working such as childcare, or other home-based positions.



QUALIFICATIONS:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Time management skills/ability to prioritize work
- Self-motivation; particularly when working from home
- Excellent written and verbal communication skills
- Passion for making our schools and workplaces safer
- Dedication to promoting our mission of empowering others
- High School Diploma; college degree preferred

COMPENSATION:

This contractor will be paid every 2 weeks by check.

As an independent contractor, there are no benefits such as health insurance or paid vacation. The contractor will be provided with a 1099 by January 31st of the following calendar year.

HOW TO APPLY:

- Complete a job application at <https://guardiandefenseplan.com/careers/>
- Email resume to the Administrative Assistant at admin@guardiandefenseplan.com