



Product and Event Assistant

Job Title: Product and Event Assistant

Reports To: Chief Product Officer

Overview

The White Coat Investor, LLC, founded in 2011, is a privately held, family-owned, small but rapidly growing multi-media company. Its mission is to increase financial literacy and discipline among high-income professionals, particularly doctors, while connecting them with best-in-class providers of financial services. It is widely respected and the dominant company within its niche, serving hundreds of thousands every month via its website, blog, podcast, videocast, forums, and products.

The Product and Event Assistant is a part-time, hourly position within this amazing company.

Qualifications

The ideal candidate will be a highly-motivated, self-starter possessing:

- Impeccable integrity
- Previous customer service experience
- Ability to work effectively in a virtual manner with little supervision
- Ability to communicate effectively, both verbally and in writing
- Ability to organize, prioritize, and multi-task
- Technology based experience, particularly with spreadsheets, word processing, email, and other technology platforms such as Shopify, Cvent, and Teachable
- A willingness to complete a variety of tasks as necessary to increase the success of the company and its goals

Duties and responsibilities

This position will include working on a number of different WCI products and projects. The products and events assistant will:

- Focus on maintaining and improving the WCI customer experience
- Provide customer service for all of our WCI events and products
- Assist with WCI Conference front of house duties (registration, attendee communication, etc.)
- Assist with management of our WCI online courses
- Assist with WCI book sales and bulk book orders
- Assist with the WCI store - including managing promotional orders
- Complete monthly sales reports
- Other tasks as assigned

Working conditions

Preference given to a resident of the Salt Lake City area. Occasional out-of-state travel will be required, but the Product and Event Assistant will primarily work from home. Typical weekly hours required will be flexible and in the 10-20 hour range, however the ability to flex up to 40+ hours (with plenty of notice) for a few weeks during the year will be required, coinciding with events such as the WCI Conference.

Compensation and Benefits

This will be a part-time, employed position paid monthly at an hourly rate commensurate with experience but expected to be in the range of \$20-25 per hour. This part-time position will include an employer match in what we consider to be the world's best 401k after one year.

How to Apply

Send a resume and cover letter to jobs@whitecoatinvestor.com. Submit applications by October 10th, interviews to commence shortly thereafter.