



Personal Assistant

Location: 78 Harlow Street Bangor, Maine

Type: Paid PT

The Willie Wags, a Maine based small business that is rejuvenating brick & mortar retail in Downtown Bangor and what it means to shop small, is searching for a part-time personal assistant who can play an integral part in helping improve productivity and maintain targeted business growth. Hours will vary each week depending on need. This position could potentially grow into a FT position with the right candidate.

The ideal candidate for this position:

- Is a self-starter who can work well in a fast-paced environment.
- Has excellent organization and time management skills.
- Is passionate about small business and female founders.
- Has good written and oral communication skills.
- Has strong attention to detail.
- Has strong computer and social media platform (Facebook, Instagram, Twitter, LinkedIn, email marketing) skills.
- Maintains a flexible and adaptable approach to work.
- Uses their own initiative.
- Is creative, fun and outgoing.
- Has a strong sense of humor and enjoys a good laugh.
- Is dependable.
- Has the utmost discretion and trustworthiness (a MUST. As a team member you will often be privy to confidential information).

ABOUT TWW

There is a value in small batch, handmade products and services. At TWW, we are building a smarter subscription box, retail experience and online community where women support women and small business is a very big deal. Launched in January 2016, we are an early-stage, online AND brick and mortar retail startup headquartered in Bangor, Maine. After years of owning her own small retail business, TWW Founder Jamie Clark, believed a new retail concept based loosely on funky Maine dialect and expressions could help busy professional women discover, explore and support other female entrepreneurs. Inspired by spotlighting the best female owned businesses and products she could find, she hand picked, packed and shipped the very first Willie Wags packages out of her house in Levant. Since the first boxes shipped in February 2016, our team has grown, we've traveled to NSS and Market in NYC and partnered with and featured over 200 small businesses. Not only is it The Willie Wags' mission to spotlight, market, sell and distribute products from women-owned small businesses it is our intention to give back and help them grow! We want to help make a difference in the profitability and growth of women owned small businesses around the world.

APPLY

Does this sound like you? Then YOU ROCK and we want to meet you! Please apply online at:
<https://goo.gl/forms/2QqJiE0IoroXH6oM2>