

# Clockwork Job Ad Template

## Job Ad Title: Possibly The Coolest Part Time Admin Job Ever

How 'bout we skip right ahead to the center of the tootsie-pop? Our small business is located in Boonton, NJ. We are biased – but we are pretty sure we are the coolest place to work for, ever. And we really believe that we are changing the world (you will see what we mean when you check out our website!). Honestly, the job is not all roses and puppy dogs – there is some good news and there is some bad news.

Let's get the bad news out of the way first:

- The pay sucks. Meaning, you won't get rich at this job. The pay is \$10/hour. It can be some extra spending money, for sure. However, if you are seeking a job to support a household then this is no longer the "coolest" part time admin job ever, it is now the "suckiest" part time admin job ever.
- Review point 1.

Now let's talk about the good stuff:

1. Our office is on the third floor. Just think of the amazing cardio you will get walking up three flights of stairs every day - yeah, that's right, basically a free gym membership comes with the job! Okay, so that part is maybe not the greatest, but there are some (truly) great things...
2. The work is fun, fresh and dynamic. You will be working directly for our co-founder, Ron, and helping him with a mix of projects and support.
3. We aren't big on stress. So, while we will expect you to work efficiently and get things done, we focus on open communication and getting things done right the first go around.
4. The hours are super flexible. We will work with your schedule to get a routine that works for you. Two long days a week best for you? No problem. Rather work mid morning until mid afternoon? Cool, we can do that too.
5. You will experience things, do things, and make decisions on things that no big stuffy company would ever allow you to do. You will be able to dictate the work that you do.
6. After a year here, you get to share in our profits. Hellz yeah, you read that right!!! Every ninety days, all our employees who have worked here for more than one year get to share in our company profit. Cha-ching-ga!!!
7. You don't need to be skilled at roller skating or laser tag or bowling or escaping a room or dressing up and dancing to Sia's Cheap Thrills (long story short... we lost at bowling), but you will likely be doing all of those things. Every few months we do something fun or goofy or both as a team.

Now, let's talk about the job requirements:

1. You need to be the type person who gets joy out of getting things done. Every day, you will bang out a list of stuff. Fun stuff. Important stuff. Necessary stuff.
2. You will be on the computer a lot. So, an understanding of social media, email, navigating the web, and other computer based stuff will be necessary.
3. You will be on the phone a lot. So, you need to enjoying talking with people and giving/getting direction.
4. You need to be a person who loves to deliver remarkable experiences to other people. You know, you need to be someone who feels good by making other people feel good.
5. You need to nail down the details. You don't need to race through work and get things done half-assed (we figured that one out ourselves). We need you to slow things down and get them done right.
6. We want you to be meticulous in your work. If you are shy or quiet (which actually sounds perfect for us) that is totally cool. We are not looking for the life of the party...in fact, quite the opposite. We are looking for a good, fun person, who gets shit done. (Oh and we occasionally swear at the office...not much...but sometimes a joke is only funny with an F-bomb).

In short, your job is to help Ron in any way you can. And to have fun at work (who wants a job that isn't fun?!?). Our office is casual, but we do expect professionalism and punctuality.

But what we don't expect is perfection or existing skills for you to qualify for this job. We can teach you that. We expect intelligence, energy, and a get it done attitude. When you have questions, you will find the answers with a quick yell down the hallway to Ron or anyone else on our team.

To learn more about us, check out [ProfitFirstProfessionals.com](http://ProfitFirstProfessionals.com) and the author who created the Profit First concept, [MikeMichalowicz.com](http://MikeMichalowicz.com).

If this is a job that gets you so excited that you would even do it for free, we would totally accept that offer from you. But if you prefer compensation (and we totally get it...we prefer getting paid as well) this is what we offer: This is a part time, admin job. The pay is \$10 an hour and the hours will be 15-20 a week. You must come into our Boonton, NJ office two to four times a week (sorry, but this is not a virtual job).

In addition to being a detailed person, you must follow systems and processes. In fact, just to prove that you are detailed oriented and can follow procedures, when you apply for this position in the subject line of the email you must include "I have found my type of peeps" in the subject line. Yep, that's our little trick to sort out the people who blanket send their resume to anyone and everyone, from the folks (that's you) who are truly interested in this position.

We are looking to bring our new colleague on board as soon as possible, but we will spend the necessary time to find the best fit both in abilities and culturally. One thing that will give you a BIG leg up (but is optional) is to send a quick video in along with your resume (in fact, everyone who works here did this). In your video tell us why you think you're perfect for this job and why you will rock this position. This is purely for us to get a sense of your personality. And if you decide not to send a video (that's ok), please tell us why you chose not to send in a video.

We can't wait to meet you!!!