

From: Time Less timeles411@gmail.com
Subject:
Date: November 17, 2025 at 11:29 AM
To: Time Less timeles411@gmail.com

NOW HIRING: Virtual Secretary / Virtual Assistant (Go High Level Expert)

Company: Invest Tank | Remote | Contract or Full-Time | Start Immediately

Invest Tank is seeking a highly organized, tech-savvy Virtual Assistant with strong Go High Level experience. This role supports our CEO, builds funnels, manages automation, handles email communication, and assists with client onboarding and marketing operations.

Responsibilities: Build landing pages, funnels, and automations in Go High Level; manage CRM tagging and segmentation; set up email/SMS campaigns; run onboarding workflows; manage emails and calendar; draft letters, proposals, and documents; maintain cloud file organization; prepare daily/weekly updates; schedule social media posts; assist with content and newsletters; pull analytics; respond to client inquiries and support onboarding.

Requirements: Must have proven experience using Go High Level; excellent written communication; strong organization skills; ability to work US business hours; proactive, reliable, tech-savvy; Canva & Google Workspace experience preferred.

Preferred: Experience in real estate, consulting, or marketing agencies; light graphic design or video editing; CRM automation knowledge.

Compensation: Hourly or monthly retainer based on experience. Long-term growth opportunities available.

About Invest Tank: A fast-growing capital consulting and business development firm supporting entrepreneurs, investors, real estate professionals, and startups with systems, coaching, and digital infrastructure.

How to Apply: Email your resume, Go High Level samples or screenshots, availability, and desired rate to nvestank@gmail.com.