

WORK VAPOR

Job Link: <https://workvapor.com/jobs/part-time-assistant-to-the-founder-232658/>

HIRING ORGANIZATION

PART-TIME ASSISTANT TO THE FOUNDER

Semi Expert

BASE SALARY

USD 16 - USD 19

EMPLOYMENT TYPE

Part-time

DESCRIPTION

Job Role: Part-Time Assistant to the Founder

Company: Semi Expert

Location: Carbondale, Illinois

Work Mode: Remote

Pay: \$16–\$19 per hour

Employment Type: Part-time

Working Hours: Around 10 hours per week

Schedule: Flexible weekday hours

Experience: No recruiting experience required

Contact Email: semiexpert2024@gmail.com

About the Company

Semi Expert is a recruiting firm based in Carbondale, Illinois. It helps truck dealers, repair shops and fleets hire skilled workers.

The company recruits parts, service and technician professionals. It serves Southern Illinois and nearby areas.

Job Overview

Semi Expert is hiring a Part-Time Assistant to the Founder. You will help manage daily office tasks and schedules.

You will organize emails and calendars. You will also update records and assist with basic bookkeeping. This role is ideal for someone who is organized and dependable.

Key Responsibilities

JOB LOCATION

Illinois, United States

? Remote work from: United States

DATE POSTED

? 10/27/2026

1. Calendar and Email Management

- Manage the company inbox and calendar.
- Schedule client calls and candidate interviews.
- Send interview confirmations and reminders.
- Follow up to prevent missed appointments.
- Keep daily tasks organized.

2. Data and Record Management

- Update CRM records.
- Maintain accurate Google Sheets.
- Keep candidate and client lists current.
- Handle confidential information carefully.

3. Job Posting and Social Media

- Post job ads on Indeed, LinkedIn and Facebook.
- Refresh existing job advertisements.
- Schedule LinkedIn posts.
- Help maintain the company's online presence.

4. Administrative and Financial Support

- Assist with invoices.
- Enter basic bookkeeping information.
- Prepare a simple weekly report.
- Submit the numbers report every Friday.

Required Skills and Qualifications

- Strong organizational skills.
- Reliable and consistent follow-through.
- Clear and friendly written communication.
- Comfortable speaking on the phone.
- Familiarity with Gmail and Google Calendar.
- Experience with Google Sheets is helpful.
- Ability to learn new tools quickly.
- Ability to handle confidential information.
- Must live in or near Carbondale, Illinois.
- Recruiting experience is not required.

Preferred Experience

- Experience in a dealership office.
- Experience working in a repair shop office.
- Experience with a staffing or recruiting firm.

Pay and Benefits

- Pay ranges from \$16 to \$19 per hour.
- Starting workload is around 10 hours per week.
- Flexible weekday schedule.

- Work from home.
- Paid leave under Illinois law.
- Opportunity to increase working hours as the business grows.

How to Apply

Apply through Indeed or email your resume to the address below.

Application Email: semiexpert2024@gmail.com

Email Subject: Assistant

In your email, briefly explain how you stay organized. Mention your favorite app, planner or organizational system.

Apply Online: Apply Now – Part-Time Assistant to the Founder