

WORK VAPOR

Job Link: <https://workvapor.com/jobs/project-manager-executive-assistant-remote-30-50-per-hour-sawtooth/>

HIRING ORGANIZATION

Sawtooth Supplement Science

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

US

? Remote work from: US

DATE POSTED

? 02/13/2026

PROJECT MANAGER – EXECUTIVE ASSISTANT REMOTE

BASE SALARY

USD 30 - USD 50

DESCRIPTION

Company: Sawtooth Supplement Science

Position: Project Manager – Executive Assistant

Industry: Livestock Supplements | Agriculture | eCommerce

Location: Remote – United States

Employment Type: Part-Time

Salary: \$30-\$50 per hour (DOE) | 10-20 hours per week

Contact Us:

Email: caleb@sawtoothsupplements.com

Key Responsibilities

- Coordinate communication with designers, videographers, advertisers, and platform partners
- Manage marketing projects including graphics, video ads, emails, texts, Google Ads, and SEO updates
- Build and maintain content calendars for social media, ads, email, and SMS campaigns
- Source, hire, and manage contractors while tracking timelines, deliverables, and budgets
- Oversee sponsorship opportunities from intake to execution
- Support founder by organizing priorities and ensuring projects move forward without delays

Skills Required

- Strong time management with ability to juggle multiple projects
- High sense of urgency and proactive follow-up mindset
- Experience building calendars, workflows, and managing timelines
- Ability to respond to time-sensitive matters quickly and within 24 hours during work week
- Strong coordination ability with marketing familiarity to review drafts and manage creative talent

Nice to Have

- Project management or media/marketing background
- Experience with social media or eCommerce platforms
- Agriculture or show stock industry familiarity

Additional Information

- Fully remote position
- Flexible schedule with occasional weekend work
- Role focused on results rather than fixed clock-in hours
- Benefits include flexible schedule, parental leave, and sabbatical

How to Apply

Send your resume and answers to the required questions to
caleb@sawtoothsupplements.com