



## Daily Money Manger

*Resumes are not accepted for this position. You must follow our directions. Thank you.*

### To apply:

If you would like to be considered for the position, please answer the following questions in the body of an email and send to **dmm at papertigresspfc dot com**. ***Please only provide the answers to the questions below. Please do not send any attachments or your resume.***

SUBJECT LINE of the email with your application should read:

Daily Money Manager – Your Full Name

In the first paragraph of the email, please include your full name, your complete mailing address, your phone number and email address. Please respond to the following questions in the body of your email:

- Why do you want to be part of our team?
- What it was about this opportunity that caught your attention?
- Your favorite job and what you loved about it?
- Your least favorite job and why?
- Any specific training, experience or skillsets you have that would be valuable to this position?
- What software applications and virtual office technology do you have experience with?
- Describe your project management experience, if any?
- Describe your experience working in a professional services company, if any?
- Describe your personal finance background/skillset?
- On a scale of 1 (low):5 (high), what is your comfort level with learning new technology?
- Send us a recent writing sample (1 page is sufficient, any topic).
- Please list 2 relevant job positions that you held that qualifies you for this position. For each list:
  - Job title and top 5 responsibilities
  - Name of the company you worked for
  - Dates in position
  - Supervisor name and contact information
  - Why you left the position
- Upload a video to YouTube sharing why you feel that you'd be an asset to our company. Mark it unlisted/private and share the link with us. One to 3 minutes in length.

For more information about Paper Tigress, LLC, visit [www.papertigresspfc.com](http://www.papertigresspfc.com).

Do not submit through the website contact form, LinkedIn or Indeed.

We will review submissions and schedule a meeting with any applicants we wish to interview.

We appreciate your time and response, and we hope to be in touch shortly if there is a potential match. You will receive notification either way within no certain timeframe. We've been there too!