



Virtual Assistant Job Description

We are looking for a Virtual Assistant who will be responsible for administrative support to our team while working remotely. You will handle administrative projects and deliver high-quality work under minimum supervision. Customer service is important to us and we need you to bring the added value to the organization!

You are required to have experience of fulfilling various administrative tasks, including answering emails, scheduling meetings and maintaining client websites. A strong internet connection is required, along with experience using communication tools like Zoom and/or Google Meet.

Virtual Assistant responsibilities are:

- Organize communication via emails and phone calls
- Provide customer service as first point of contact
- Update customer websites based on client requirements using Wix platform
- Create eblasts for organization's marketing campaigns
- Manage social media for organization using Instagram, Facebook and Twitter
- Create and review customer emails and create tasks as needed

Virtual Assistant requirements are:

- 3-5+ years of experience of working on a Virtual Assistant or other relevant position
- Significant experience with current technologies, like desktop sharing, Zoom, Google Meet, Asana, Canva
- Good practical experience with MS Office applications
- Good practical experience with online calendars and scheduling, particularly Google Calendar
- Strong phone, email and instant messaging communication skills
- Strong organizational and time management skills
- High school diploma; Bachelor's degree in Business Administration or related major a plus
- Additional qualification as an Administrator or Executive Assistant will be a bonus, but not required