Virtual Assistant Job Description



VIRTUAL ASSISTANT RESPONSIBILITIES INCLUDE:

- Responding to emails and phone calls
- Scheduling meetings
- Booking travel accommodations

JOB BRIEF

We are looking for a Virtual Assistant to provide administrative support to our team while working remotely.

As a Virtual Assistant, you will perform various administrative tasks, including answering emails, scheduling meetings and making travel arrangements. For this role, a strong Internet connection is required, along with experience using communication tools like Skype.

Ultimately, you should be able to handle administrative projects and deliver high-quality work under minimum supervision.

RESPONSIBILITIES

- Respond to emails and phone calls
- Schedule meetings
- Book travel and accommodations
- Manage a contact list
- Prepare customer spreadsheets and keep online records
- Organize managers’ calendars
- Perform market research
- Create presentations, as assigned
- Address employees administrative queries
- Provide customer service as first point of contact

Requirements

- Proven experience as a Virtual Assistant or relevant role
- Familiarity with current technologies, like desktop sharing, cloud services and VoIP
- Experience with word-processing software and spreadsheets (e.g. MS Office)

- Knowledge of online calendars and scheduling (e.g. Google Calendar)
- Excellent phone, email and instant messaging communication skills
- Excellent time management skills
- Solid organizational skills
- High school diploma; additional qualifications as an Administrator or Executive Assistant are a plus

SOURCE: https://resources.workable.com/virtual-assistant-job-description