**Job Title:** Virtual Assistant

# Position Overview:

ABC Company provides/makes (short summary of your business). We were

founded in (year)

and are located in

(city, state).

This position requires a versatile individual who has experience in

(list your top 3

needs; i.e. calendaring, email answering, answering telephones, etc…).

We are

looking for someone who is organized, efficient, and works as a team player while also being able to work on and complete tasks independently. This role is crucial to our senior management team, employees, and clients.

# Duties & Responsibilities:

* Answering phones, routing calls and taking messages
* Managing calendar and scheduling tasks, such as meetings and travel
* Managing emails, including responding to clients, employees and prospects
* Building client-ready PowerPoint presentations
* Inputting and synthesizing company data such as expense reports
* Managing content updates to company website and other key documents
* Other administrative and office tasks as needed

# Required Skills:

* 3+ years administrative, secretarial or office assistant experience
* Ability to manage workload and productivity in a virtual role
* High school diploma required. Associate’s degree or Bachelor’s degree preferred.
* Strong computer skills including intermediate/advanced MS Word, Excel, and PowerPoint, or similar (i.e. Google Suite)
* Strong writing, proofreading and editing skills with attention to detail.
* Advanced communication skills (verbal, written, electronic) and superior phone skills using American English
* Able to function under pressure and tight deadlines.
* Able to lift and carry materials for the offi ce (up to 20 lbs).
* Available during standard business hours 8 a.m. - 5 p.m. EST

# Office Environment Details:

This role will be remote. The virtual assistant will need to provide their own offi ce space with reliable electricity and internet access suitable for VOIP phone and video conferencing.

The ideal candidate will thrive under a manager who is

describe what the manager is like for this role).

# Compensation Details:

(insert 3 adjectives to

Salary range is

($XX per hour or $XX annual).

Benefits such as health insurance, dental, and vision are available after XX days.

Performance bonuses are available on an annual basis.

2 weeks

(10 days)

PTO and 1 week

(5 days) of sick leave are provided after

XX days.