



## **JD Position: VIRTUAL ASSISTANT (VA)**

Type: **Remote or hybrid**

Status: **Open**

Start Date: **July 2023**

As a Virtual Assistant, you will be responsible for providing administrative support to clients remotely. Your duties will include managing schedules, booking appointments, handling correspondence, and managing social media accounts. The ideal candidate must have excellent communication skills, be able to multitask and work independently.

### **Responsibilities:**

- Provide administrative support to clients remotely
- Manage schedules and booking appointments
- Handle correspondence, including email and phone calls
- Manage social media accounts, including creating content and responding to messages
- Conduct research and compile reports as needed
- Complete data entry and other administrative tasks as assigned
- Use project management tools to manage tasks and deadlines
- Communicate with clients and team members effectively
- Maintain confidentiality of client information

### **Qualifications:**

- Proven experience as a Virtual Assistant or similar role
- Excellent communication skills, both written and verbal
- Strong organizational and time-management skills
- Proficient in Microsoft Office 365 and Google Suite
- Ability to learn new tools and software quickly
- Familiarity with project management tools such as Trello or Monday
- Strong attention to detail and ability to multitask
- Ability to work independently and as part of a team
- Experience working in a remote environment is preferred
- Bachelor's degree or equivalent experience

### **Application process:**

Send your **CL** and **CV** to [team@wkgstrategy.com](mailto:team@wkgstrategy.com)

**Subject: Virtual Assistant Application**

Include answers to the following questions:

- 1 - What or who inspired you to choose this career?
- 2 - Why should we hire you?
- 3 - Where do you see yourself in five years?
- 4 - What do you value the most in the team and leadership? Describe your ideal arrangement
- 5 - What is your desirable pay?

**Looking forward to hearing from you!**