

## **2.2 Template:**

### **Job Description for a Virtual Assistant**

(company name) / is looking for a virtual assistant with knowledge to complete administrative projects that are anticipated to require around (number of hours) per week. The work will include the following tasks:

- \* Taking inbound calls from customers about our products and services
- \* Answering/forwarding emails from clients, partners, and other stakeholders
- \* Updating our process worksheet and providing timely reports
- \* Coordinating with the team and other departments on projects and deliverables
- \* Liaising with clients
- \*(any other tasks you listed relevant to the role)

The following skills are a must:

- \* Expertise in customer service
- \* Great communication skills via phone, email, and chat
- \* Strong knowledge of MS Office, Google Docs and Google Calendar
- \* Some knowledge of web design and development
- \* Experience in content management/ funnels/ digital marketing strategy is a big plus