**VIRTUAL ASSISTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Martins & Co.

**Address**: 7503 Orangetree Drive, Plume, FL 32323

**Phone**: 555-784-2967

**E-Mail**: sam@martins.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Virtual Assistant

**Reports to**: Chief Financial Officer

**Job Location**: Remote

**Start Date**: July 1, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

We are looking for a Virtual Assistant to assist a C-suite level executive. They will primarily need assistance managing financial documents and scheduling. Role has opportunity for growth within the company. Fully remote.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Administrative duties;
 | * Arrange travel;
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| * Answer phones and email;
 | * Calendar management;
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| * Manage financial documents;
 | * Organize files;
 |
| * Customer service;
 | * Schedule appointments.
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Computer literate;
 | * Tech-savvy;
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| * Organized;
 | * High school diploma (or better);
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| * Multi-tasker;
 | * Excellent communication skills.
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