**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**:  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; |
| * Answer phones and email; | * Calendar management; |
| * Manage financial documents; | * Organize files; |
| * Customer service; | * Schedule appointments. |

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| **QUALIFICATIONS / REQUIREMENTS** |

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