

# VIRTUAL ASSISTANT JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** Martins & Co.

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

**Phone:** 555-784-2967

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

## 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

## 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.

## RESPONSIBILITIES AND DUTIES

- Administrative duties;
- Answer phones and email;
- Manage financial documents;
- Customer service;
- Arrange travel;
- Calendar management;
- Organize files;
- Schedule appointments.

## QUALIFICATIONS / REQUIREMENTS

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