

Executive Virtual Assistant



Role Overview

We seek a highly organized and proactive Executive Virtual Assistant (EVA) to serve as the right hand of our clients, providing trusted and efficient executive support. This role involves managing schedules, correspondence, and day-to-day administrative tasks, helping our clients stay organized, save time, and focus on what matters most.

Key Responsibility

- Act as a gatekeeper for client communications and handle sensitive information with discretion, providing support as needed.
- Manage the CEO's inbox and calendar, track daily, weekly, and monthly priorities, and proactively keep the CEO informed of key tasks, deadlines, and upcoming commitments.
- Manage the executive inbox, including reviewing and responding to messages, and ensure each day ends with no outstanding urgent messages requiring attention.
- Prepare meeting agendas, briefing documents, and follow-up action items.
- Coordinate complex travel arrangements, itineraries, and logistics.

Technical Requirements

- High-speed, reliable internet connection.
- Personal computer or laptop with modern specifications (Intel Core i5 and up, Windows 10 and up.)
- Proficiency in executive productivity tools (e.g., Google Workspace, scheduling apps, CRM software).
- Strong command of communication platforms (e.g., Slack, Zoom, Email).

Profile Requirements:

- Link to Intro Video
- Updated Resume
- Profile image file

Application Instructions:

Please email your application with all required links and attachments as outlined in the Profile Requirements section above to virtualgenietoday@gmail.com with the Subject Line: APP//EVA-[Your Last Name].

Please note: This opportunity will place you in our pool of Virtual Assistants, where you may be matched with incoming clients based on your specific profile and experience.

Let's create magic together, Virtual Genie!