

General Virtual Assistant



Role Overview

We seek a flexible and organized General Virtual Assistant (GVA) to assist our clients with administrative and operational responsibilities. This role involves optimizing workflows, managing daily communications, and ensuring that our clients' day-to-day activities operate seamlessly and efficiently.

Key Responsibility

- Communicate professionally with clients and team members to ensure alignment.
- Manage clients' inboxes and calendars, including organizing, prioritizing, responding to communications, and scheduling appointments.
- Maintain and manage records, electronic documents, and data entry.
- Provide overall administrative support as needed, adapting to evolving client requirements and priorities.
- Perform internet research and create summaries or reports as needed.

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 productivity tools (e.g., Google Workspace, Microsoft Office) and communication platforms (e.g., Slack, Zoom).

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//GVA-[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!