

**JOB PROFILE FORM**

# Virtual Assistant

**HIRING PROFILE****Job Responsibilities**

*Describe the job role and the day to day tasks involved.*

We are looking for an organized and professional virtual assistant to handle all communications with the company from a remote position. The virtual assistant's responsibilities will also include managing corporate schedules, making travel plans, and issuing invoices.

- Answer phone calls and respond to emails
- Schedule meetings with clients
- Manage travel plans for employees
- Issue invoices to clients
- Update the company website and social media accounts.

**Qualifications**

*Describe the qualifications the staff must have in terms of skills and capabilities*

- A high school qualification or equivalent
- Prior experience as an administrative assistant
- Excellent verbal and written communication skills
- Fully computer literate with proficiency in Microsoft Office
- Suitable internet connection
- Highly organized.