

This Virtual Assistant job description template includes key [Virtual Assistant](#) duties and responsibilities. You can post this template on [job](#) boards to attract prospect applicants.

### **Job Brief:**

We are looking for a Virtual Assistant to provide administrative support to our team while working remotely.

As a Virtual Assistant, you will perform various administrative tasks, including answering emails, scheduling meetings and making travel arrangements. For this role, a strong Internet connection is required, along with experience using communication tools like Skype.

Ultimately, you should be able to handle administrative projects and deliver high-quality work under minimum supervision.

### **Responsibilities:**

- Respond to emails and phone calls
- Schedule meetings
- Book travel and accommodations
- Manage a contact list
- Prepare customer spreadsheets and keep online records
- Organize managers' calendars
- Perform market research
- Create presentations, as assigned
- Address employees administrative queries

- Provide customer service as first point of contact

### Requirements:

- Proven experience as a Virtual Assistant or relevant role
- Familiarity with current technologies, like desktop sharing, cloud services and VoIP
- Experience with word-processing software and spreadsheets (e.g. MS Office)
- Knowledge of online calendars and scheduling (e.g. Google Calendar)
- Excellent phone, email and instant messaging communication skills
- Excellent time management skills
- Solid organizational skills
- High school diploma; additional qualifications as an Administrator or Executive Assistant are a plus