

# **Part-Time Virtual Assistant for great sales person (to Work from Home.)**

## **Job Description:**

Virtual administrative work involving a variety of office support for a small business. Basic duties include follow-up with clients by phone and e-mail, updating client database, maintaining and organizing the calendar, mailing packages, answering e-mail and phone inquiries, file organization, and fulfilling client requirements. A successful applicant will have the ability to be self-starting, self-motivated, and require little oversight after the initial training period.  
Part-time only. Maximum 15 hours per week.

## **Requirements:**

Work will be done virtually; however, must live in the \_\_\_\_\_ area to be available for occasional in-person meetings.

Excellent people skills necessary.

Excellent phone skills required.

Excellent written communication skills required, including proper grammar.

Ability to work within firm deadlines.

Self-starter and independent worker.

Ability to keep on task without a lot of oversight.

Must be very organized and detail oriented. I'm serious. If you only see the big-picture, we won't work well together.

Ability to take direction well.

Ability to handle many tasks that may be due at a similar time.

Ability to maintain a calendar and keep salesperson on time and on task with engagements, and pre- and post-engagement requirements.

Creativity. A successful applicant will be able to create wine out of water.

Skilled with database entry. (Entering names and emails into our database.)

Some basic sales skills. The job requires some follow-up calls with potential clients. (Not cold calls; you'll call people who have already expressed interest in our service, and have already spoken to our head salesperson.)

Other skills that would be a great bonus, but are not required: WordPress, photoshop, databases, virtual agenda, Sales

**Pay:** \$13-18/hour depending on experience.

## **How to Apply:**

Reply with...

- Resume
- Writing Sample
- A detailed explanation why you are the best person for this job. Convince us. You made include anything you like, including send skill sets, experience, references, computer skills, computer platform (Mac or PC), and anything else you think will impress us. This is an “out of the box” job for an “out of the box” person in an “out of the box” industry. This is a job for a person who can manage them self and reward for it. It’s a job that requires initiative. Be creative.
- Include the phrase “Yo, Pick Me!” so that we know you read the requirements.

Writing sample and resume required.

## **Please send to :**

My name:

Company:

Email: