



JOB DESCRIPTION	Executive Virtual Assistant
REPORTING TO	[EXTERNALLY] CLIENT [INTERNALLY] OPERATIONS MANAGER
DATE	20 JUNE 2019

Job Purpose / Scope

Supporting our client with daily tasks while working toward a goal of achieving operational excellence in all admin and operational processes.

This is a contractor role, contracting for Your Virtual Assistant Ltd to supply our client, xxx, with a virtual executive assistant service.

You will provide executive level assistant with strengths in process and strategy, project management and collaboration throughout multiple teams, excellent accounts and bookkeeping skills and the ability to think 3 steps ahead with end goals in mind. You will be able to take initiative, flexible in both thinking and practice, systems savvy and always considering the best outcomes for the team.

xxx own multiple companies and your assistance across these would be required.

Key Responsibilities

- Email and diary management
- Accounts and bookkeeping
- Workshop administration
- Customer service
- Invoicing
- Document control (proofing, formatting, editing)
- Sales support (proposals)
- CRM administration
- Project management
- Newsletters and external marketing communications
- FUSE (online product platform) administration
- Process and procedure implementation and management

General Requirements

Requirements, Attributes, Experience and Qualifications

- Have experience working with, and the level of communication skills necessary to communicate with executive level clients. This includes both written and verbal.
- Have daily availability (Mon-Fri) for contact with client, client tasks or project management as required.
- Flexibility in hours. A client may require different hours each week.
- Have excellent communication and interpersonal skills. Be able to deal with many types of people at all levels.
- A thorough understanding of client requirements and their business.
- Open to direction and have a collaborative work style showing commitment to get the job done.
- Always seek to improve best practice.
- Extensive administration skills with a strong background in accounts.
- Project management experience - formal qualifications not required, but practical experience is.
- Excellent time-management skills
- Self-directed
- An ability to pick up new skills, programmes and tools easily.
- An ability to problem-solve using the resources provided
- A minimum of experienced level knowledge of Microsoft Office products and a commitment to upskilling in these products.
- High level of accuracy in all spelling, grammar, proofing and editing functions.