

# Virtual Assistant Job Description

## Position Summary

We are looking for a results-driven, outside the box thinking Virtual Assistant to join Your Virtual Assistant Ltd, a company with a strong focus on people who assist business owners with outsourced business services. You will have an instinctive ability to stand out, you're outcome driven and detail oriented. As a self-motivated contractor you will develop and maintain control of all projects and tasks assigned to you and will be an experienced and efficient leader with excellent people skills, business acumen, and an exemplary work ethic. You will also be a strategic planner with the essential ability to deliver on expected outcomes.

You'll also be instrumental and accountable for working with other members of our organisation to ensure we are delighting our clients by consistently over-delivering on value.

## What skills are we looking for?

Rather than being all-rounders we each have our zone of genius. We are currently looking for experts to help our clients manage their overwhelm and grow their business by providing them with executive assistant support for their:

- Email and Diary Management
- Systems and Procedures
- Project Management
- Administration

## Who are We?

[Your Virtual Assistant's](#) purpose is helping people to do the things they love with a strong emphasis placed on the quality of people we work with, both internally and externally. Our diverse team of contractors have a common goal to help entrepreneurs work in their zone of genius. Not just task tickers, we look for ways to improve and add value ... working in our own area of expertise so our clients can spend more time in their genius zone.

We are all about having fun, supporting each other and putting people first.

## Our Core Values

As a team and as individuals [our values are](#):

- Humbly confident
- Exceeding expectations
- Positively determined
- Socially authentic
- Ethically honest
- Trail blazers

## The Benefits in Working With Us

Working with us is more than about the money. It's about having the flexibility to work from home for the hours you choose while having the support of a team behind you.

It's about having the lifestyle you want while still being engaged at work, learning new skills, working with the right people and enjoying stable security in an unstable time.

Being an incredible EA you could successfully go out on your own but in joining our team you'll enjoy:

- Being valued and appreciated
- No office politics, ever
- No worrying about having to find your own clients
- Working in your genius zone
- MUCH less unbillable time than going out on your own

## Who are You?

YOU ARE ...

- Truly passionate about being great and supporting great people, we're not looking for mediocre
- Someone who likes to celebrate successes
- A person who sees opportunities where others see challenges
- Not afraid to say no (in the best possible way)
- A lover of animals

## YOU ARE NOT ...

- Only interested in picking up a paycheck
- A person who thinks ok is good enough
- In it for you alone
- Someone who doesn't appreciate the true meaning of value
- Ambivalent to what you do and who you work with
- Unable to laugh loud at yourself and with others