**2.2 Template:**

**Job Description for a Virtual Assistant**

(company name) / is looking for a virtual assistant with knowledge to complete administrative projects that are anticipated to require around (number of hours) per week. The work will

include the following tasks:

\* Taking inbound calls from customers about our products and services

\* Answering/forwarding emails from clients, partners, and other stakeholders

\* Updating our process worksheet and providing timely reports

\* Coordinating with the team and other departments on projects and deliverables

\* Liaising with clients

\*(any other tasks you listed relevant to the role)

The following skills are a must:

\* Expertise in customer service

\* Great communication skills via phone, email, and chat

\* Strong knowledge of MS Office, Google Docs and Google Calendar

\* Some knowledge of web design and development

\* Experience in content management/ funnels/ digital marketing strategy is a big plus