



milrich virtual professionals, llc

Executive Virtual Assistant

Position Type: Part Time Employee with potential to move to Full Time

- Availability Needed: At least a possible 4-hour block Monday through Friday between the hours of 10am-4pm Eastern Time
- Number of Hours per week: 15-20
- Compensation: starts at \$12/hr

Milrich Virtual Professionals, LLC is currently looking for US-based applicants for the role of an Executive Virtual Assistant. The Executive Virtual Assistant will perform a variety of administrative tasks and support senior-level managers while working remotely.

Executive Virtual Assistant's responsibilities include managing calendars, compliance reporting, and communication between executives and external partners. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance. A strong Internet connection is required, along with experience using communication tools like Slack and Zoom. Ultimately, you will contribute to the efficiency of our business by being able to handle administrative projects and deliver high-quality work under minimum supervision.

Your work week will be Monday through Friday, with work hours being between 9am-5pm Pacific Time. *You especially need to be available during normal business hours in the morning to qualify for this position based on your geographic location.*

Responsibilities

- Act as the point of contact among executives, employees, clients and other external partners
- Manage information flow in a timely and accurate manner
- Managing executives' calendars, setting up meetings, and other duties as assigned
- Manage compliance reporting
- Format information for internal and external communication – memos, emails, presentations, reports
- Screen, direct, and distribute electronic correspondence
- Organize electronic documents as requested

- Prepare customer spreadsheets and keep online records
- Organize managers' calendars
- Create presentations, as assigned
- Provide customer service as first point of contact
- Assist on webinars and other presentations as needed
- Other duties as assigned

Requirements

- Proven experience as an Executive Assistant, Virtual Assistant or similar role
- 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. Google Suite)
- Knowledge of online calendars and scheduling (e.g. Google Calendar)
- Excellent phone, email and instant messaging communication skills
- Excellent time management skills
- Outstanding organizational and time management skills
- Familiarity with virtual office applications (e.g. e-calendars and productivity apps)
- Willingness to learn different systems and programs as needed
- Utmost Discretion and confidentiality
- PA diploma or certification is a plus

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Milrich Virtual Professionals an EEO Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.