

hi! are you our *Virtual Executive Assistant?*



Who We Are

Elevate Virtual Assistant Services, LLC provides high-quality Executive Assistant support to C-level Execs, founders, entrepreneurs, and small businesses. We take on the time-consuming administrative responsibilities for our clients and problem-solve their operational roadblocks, allowing our clients to move their business forward with ease and to re-focus on what they love the most.

In all relationships that we build with both our clients and team, we strive to present ourselves with these values: Connection, Collaboration, Integrity, Proactiveness, Commitment, Reliability, and Innovation.

Ashley, our founder and CEO, is very passionate about providing the best possible support to our amazing clients and team. We strive to help our clients reach success and profit in their businesses while bringing back the balance to their work and personal life. Maintaining a work/life balance is also important to our team members. We're a super friendly, supportive, proactive, and communicative team of administrative pros!

About The Role

As a part-time employee of Elevate, you'll be the main point of contact with your assigned clients and will work independently with those clients. You will provide **high-level professional administrative support** by working on tasks and projects assigned by the client, ensuring they are executed on time with the highest level of quality. You must have **consistent and proactive communication** with your clients and Elevate team.

Virtual EAs are expected to be available during defined business hours of 9am-5pm (your local time), able to respond within a 2-hour window, send weekly reports and status updates, maintain detailed and up-to-date client information areas, and follow all internal policies and protocols. This includes creating SOPs, templates, and checklists for our clients on any task or process we do more than once!

A typical day of client support could include: heavy calendar management, inbox management, research projects (building spreadsheets with information), document management and formatting, travel booking, event planning, expense reporting, and establishing systems and procedures that improve our clients' admin & operations functions, task management, client and team communication, etc.

Requirements

Must have beyond-the-basics knowledge in the following platforms used in this role: Google Workspace (Calendar, Gmail, Docs, Sheets, Slides, Drive), Slack, Zoom, Canva, Asana, and Loom. It's also important that you feel comfortable and are excited about learning new platforms that our clients use in their businesses!



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Requirements Cont.

A laptop or desktop is required, either Windows or Mac: for Windows, Windows 10 Pro or newer (minimum 16G of RAM) with up-to-date anti-virus software, for Macs, OS Catalina or newer. Other requirements include a webcam & microphone (built-in or standalone).

Must have a quiet space with good lighting for meetings with a reliable high-speed internet connection and proficiency with remote or cloud-based tools such as instant messaging, Skype, Zoom, and Google Suite.

**Must be available for various team meetings that occur on Tuesdays between 8:15am - 10:30am PST.

About You:

This position is for you if...

You are excited to support the CEO and OPS team

You are organized and able to prioritize

You have administrative/customer service experience

You speak up if you see a problem or realize there's a more efficient way. You don't just make it work, you make it better!

This position is NOT for you if...

You're afraid to take initiative

You don't appreciate open communication

You DON'T take constructive criticism well

You don't have the bandwidth to provide administrative support to the CEO and OPS team.

Benefits:

You will be compensated as a W2 part-time employee, starting at \$18 per hour. An opportunity for a raise will be given at each annual review, based on established KPIs for this position. This position will build up to approximately 20 hours per week of work, with an opportunity to expand to full-time. We also provide quarterly bonuses based on company goals and individual performance on established KPIs.

In addition to joining an awesome team, you'll also be provided with monthly training to up-level your knowledge on new platforms and skill sets. These trainings are tailored to team member requests! We also have quarterly social events with the team and other opportunities for growth and rewards.

[Apply Here](#)

