

Executive Virtual Assistant Job Description

Fluent in 3 Months, an online media chain based around the highest trafficked language learning blog online, is looking to hire an **EXECUTIVE ASSISTANT** to assist the company's founder in the day-to-day running of the business.

This work will be done virtually, starting at 10 hours per week, with the potential of adding much more after a 2-month trial.

Summary

- This is not an entry-level assistant position. You **MUST** have at least 2 years experience working remotely as a Virtual Assistant for a business owner
- Expect to get several requests/day from me, many of which include tasks that must be done that day
- This job is remote, so you can work from home, but ideally will be able to follow something close to NYC hours, while being flexible for periods when I travel to other timezones.

Job Requirements

- Research, coordinate, book, and confirm venues, airfare, hotels, etc. for founder's extensive travel schedule
- Maintain daily calendar, arrange calls, meetings, and conferences while making sure all details are handled in a clear and organized manner
- Oversee Fluent in 3 Months' Operations Intern and help them process relevant logistics and paperwork for the overall business
- Online market research to help founder stay on top of trends in the industry
- Proactively come up with solutions to issues that founder faces in his daily workflow
- Share and take over some aspects of the day-to-day running of the business so that founder can focus on content creation

Job Qualifications

- Native (or C2 level certified) English speaker
- Experience working in a startup or online company environment
- Strong executive functioning skills, including excellent time management, methodical organizational skills, and ability to think critically and rationally when making decisions
- Ability to present research in a clear, concise, and articulate way

- Proficiency with online tools like Trello, Google Docs, advanced Gmail & its plugins, Basecamp/Asana, or other organizational systems is necessary. Please know at least 3 of these well and explain your experience in your application
- Ability to take initiative on tasks while also having the ability to recognize when further questions should be asked
- Ability to manage multiple incoming requests, while ensuring they are relayed or handled at the appropriate time, in the necessary order and in the correct manner
- Highly motivated and confident
- Perfectionist, super attention to detail
- Strong customer service skills; outgoing and sociable personality
- At least 2 years experience working as a Virtual Assistant, Executive Assistant or Operations Manager at a Digital Startup, or similar organization
- Since this is a virtual position, must be a self-starter, self-motivated, and able to work independently with minimal oversight
- Must be comfortable developing and working in a virtual relationship, and having limited amount of face-time

Interviews for test tasks will take place the week of Monday April 8, and work will begin on April 15th. Please [FILL OUT THIS FORM](#) to apply for the position.