
VIRTUAL ASSISTANT

Duties and Responsibilities

- Maintaining and developing accurate processes for each job task.
- Tracking time within the company system.
- Attend weekly planning meeting. Meeting will be held over Skype.
- Attend “daily stand up” meetings. Meetings will be held over Skype.
- Keeping everything organized " creating, documenting and maintaining systems where there is chaos.
- Checking voicemail three times each workday.
- Checking emails and either routing them to the correct team/department or sending out a templated response.
- Maintaining a list of all contacts for company on our intranet site.
- Maintaining a list of all emergency contacts for company on our intranet site.
- Setting and confirming appointments.
- Answering the phone during normal US business hours.
- Assisting with the social media marketing for appendTo.
- Keeping the goal of saving time in mind for the team and bringing to their attention any ways to shorten tasks or keep them moving more efficiently.
- Assisting with event planning for conferences and/or training seminars.

Qualifications

In addition to the experience requested above, appendTo’s interested in partnering with a VA who:

- Has been in business at least 5 years and ideally has a “team” of their own in place.
- Has part-time availability during the week that will rapidly grow to full-time hours.
- Has a fully operational home/virtual office set-up including high speed Internet connection, printer, scanner, webcam, headset & microphone & modern computer.
- Microsoft Office 2008 or higher.
- Is committed to the success of his/her clients.
- Has excellent communication skills.
- Wants to keep learning and pushing the boundaries in this collaborative business model.
- Has a collegial sense of humor.
- Is familiar with Basecamp, online time tracking software and other virtual project management tools.
- Has a basic understanding of editing a Drupal-based website (familiarity with a WYSIWYG editor).

Rate: Depends upon experience (TBD)

PROJECT RELATED COMPETENCIES SOLUTION DEVELOPMENT AND DELIVERY

- Assists in physical and logical database design.
- Understands technical and functional design requirements.
- Creates prototypes for client engagements.
- Designs, codes, and tests technical solutions.
- Identifies system deficiencies and recommends solutions.

PROJECT EXECUTION

- Assists in enforcement of development deadlines and schedules.
- Understands the necessity of and contributes to coding standards.
- Develops internal and external meeting objectives and agendas.
- Prioritizes multiple tasks effectively.

PROFESSIONAL QUALITIES

- Displays a positive attitude.
- Demonstrates flexibility in day-to-day work.
- Sets high standards of performance for oneself.

TEAMWORK

- Establishes harmonious working relationships with team members.
- Appreciates each team member's contributions and values each individual member.

CLIENT MANAGEMENT

- Values internal and external clients and responds to their needs as they arise.
- Establishes effective working relationship with clients.
- Follows established communication guidelines.
- Uses good judgment in what and how to communicate with clients.

ORGANIZATIONAL RESPONSIBILITIES

PROFESSIONAL DEVELOPMENT

- Understands the professional development process and becomes actively involved by setting challenging goals and meeting them through continuous learning.
- Seeks input from mentors and supervisors.
- Actively applies feedback received to day-to-day work and strives to improve performance.

INTERNAL OPERATIONS

- Accurately completes and submits time and expense reports in a timely manner
- Accurately completes and submits status reports in a timely manner.
- Complies with all company policies and procedures.