



THE VIVA CLUB
VIRTUAL ASSISTANTS DRIVING GROWTH

Job Description

<u>Job Title</u>	<i>E.g. Office Manager</i>
<u>Date</u>	<i>Date/Month/Year</i>
<u>Our Business</u>	<i>Briefly describe in a few sentences your company, what it does and what sector it is in e.g. "We work in the media sector and sell advertising space to businesses" Include why they would want to work for your company & perhaps your mission statement & company values</i>
<u>Job Role</u>	<i>-Task and duties (generally bullet points with a brief description of each) -Key result areas The main task you need your VA to complete</i>
<u>Key area of proficiency & understanding</u>	<i>Here list areas that you would like your VA to have prior experience Filipino VAs are very proficient in most technology, so they do not necessarily need prior experience</i>
<u>Key Skills</u>	<i>For example- Good online organisation, strong spreadsheet understanding especially Google Docs, Excel etc., strong written & spoken English, enjoys implementing new system</i>
<u>Hours</u>	<i>40 hours per week full-time or less as needed Hours during GMT working hours or flexible</i>
<u>Compensation</u>	<ul style="list-style-type: none">• <i>Pay fortnightly on 15th & last day of month</i>• <i>We recommend between £500 - £750 per month</i>• <i>Pay bonuses for great work</i>• <i>13th month bonus (pro rata bonus depending on number of months worked)</i>• <i>Pay increase based on performance</i>• <i>Every month worked, you earn 1 personal day can be used as sick day or vacation</i>• <i>Paid holidays - New Year's Day, Good Friday, Independence Day, All saint's day, Christmas Eve, Christmas Day</i>

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