

Brief

A financial consultant(confidential) requires a virtual assistant. It's completely remote and data allowance would be provided. This job is entry level.

Duties

- Scheduling appointments.
- Filter calls and messages.
- Managing and replying to emails.
- Managing social media accounts.
- Booking travel arrangements.
- Data entry.

NOTE: Must have a working laptop or phone (preferably an iPhone) and some CRM knowledge.