

This is a personal request for a virtual assistant, I own multiple businesses and I am in need of a personal virtual assistant to help with online support, periodic video calls, schedule management, and progress tracking. Mainly administrative type tasks on a daily basis during the week. They must have a good working laptop and great internet connection and would be required to work at least 4 hours each day and a total of 20-25 hours in a week.

Pay is 65k.