JOB DESCRIPTION TEMPLATE FOR A

VIRTUAL PERSONAL ASSISTANT

## Title of vacancy

Write the title that best describes the available role.

*For example: Virtual Personal Assistant*

### Requirements

List the job requirements the ideal candidate must have to apply for this position.

*For example:*

* *Relevant degree or diploma*

### Required professional skills

List the relevant skills and qualifications that you require for this position.

*For example:*

* *Organisational skills*
* *Data management*
* *Communication skills*

### Required qualities and soft skills

List the relevant qualities and soft skills that you require for this position.

*For example:*

* *Great communication skills*
* *Punctual*
* *Reliable*
* *Honest*

### Other requirements:

*For example:*

* *Own reliable internet access*
* *Access to own computer and cell phone*

## Job description

In the job description, use the following headings to structure your explanation of the role. It includes necessary details to use as a guide.

### Introductory paragraph

Write a brief description of your company here and what position you need filled.

*For example: The virtual personal assistant is responsible for scheduling appointments, taking minutes of meetings, diary management, event organising, planning travel arrangements, managing email accounts, making phone calls, coordinating appointments for senior managers and other administrative tasks. The VPA is responsible for personal errands as well as keeping the virtual office in running order.*

### Responsibilities

List the duties and responsibilities of the position here.

*For example*:

* *Provide administrative support to the employer by organising travel agendas, itinerary, bookings, appointments, diary management, presentations, proposals and more.*
* *Assist with record keeping, meeting minutes and data capture.*
* *Any other virtual administrative tasks can be delegated to a VPA.*

### Benefits

List some of the benefits of the job.

*For example: remote or flexible working hours*

## Where will the employee be based?

Is this position a remote, in-office or hybrid position. If hybrid, then state the expectations for when the person will be in office vs. remote.

## Type of contract

State the working hours, have a look at the [RecruitMyMom services page](https://www.recruitmymom.co.za/our-services) for reference to the different types of job contracts.

State whether the job is permanent or contract. If it’s a contract, stipulate the length of the contract.

## How should candidates apply?

Always insert how the candidates should apply if you are not using a recruitment company to assist you.