

# Virtual Assistant

## WHAT WE'RE LOOKING FOR:

Do you love helping people, and do you project confidence and enthusiasm in your interactions? Do you enjoy organization, have a high level of attention to detail, and love to solve problems? This could be a great fit for you! This role is split between optimizing the client experience and providing administrative support.

## DUTIES WILL INCLUDE (but are not limited to):

- Communicating with prospects and clients (e.g., scheduling, following up with leads, updates, etc.),
- Managing the general firm inbox including drafting and sending emails,
- Scheduling appointments (with clients as well as with other attorneys or financial advisors),
- Preparing a monthly e-newsletter in Mailchimp,
- Organizing and sorting digital files,
- Order and ship gifts to clients when necessary,
- and so on!

## SCHEDULING:

Number of hours may vary based on needs, but I estimate 5–7 hours a week.

An ideal schedule would be 1 or 2 hours per day Monday, Tuesday, Wednesday, and Thursday (we are closed on Fridays), sometime between the hours of 9 am - 4 pm.

You can set your own hours, as long as you have some availability within the times set out above and can perform tasks in a timely manner.

## TECHNOLOGY:

Being tech-savvy is a plus since it's a virtual firm. If you have familiarity with some of these platforms, that would be great; training will be provided as needed.

- Google Workspace (Gmail, Google Calendar, Google Docs, Google Voice, etc.)
- Lawcus
- Calendly
- Wix
- MailChimp

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## OTHER IMPORTANT DETAILS:

This is an independent contractor position; you will **not** be an employee of the firm. You will be remote, so you must have your own workspace. You must provide your own computer, internet, and any related equipment that you desire. All of our tech tools are web-based, so nothing will need to be installed.

## NEXT STEPS:

If you're enthusiastic, reliable, a nonsmoker, and a self-starter (plus can craft a great email), I'd love to talk to you.

Please apply by sending an email to [info@emeraldswco.com](mailto:info@emeraldswco.com) with:

- o Your name
- o Your phone number
- o What days and times during the week you are available
- o Why you'd be great for this position
- o What you do on the other days of the week (other jobs? parenting? school?)

Please add the word "CHEESE" in the subject line (to ensure you've read this post in its entirety).

Thank you!