

BELINDA DIGIAMBATTISTA

Virtual Assistant

Headquartered in New York City, Belinda DiGiambattista's vision is to equip all entrepreneurs, freelancers and business owners with knowledge, skills and accountability systems so they may reach their goals and beyond. All services are geared to empower anyone ready to launch, grow and succeed in their business. Founded on the principle that the world is your oyster, our founder, Belinda DiGiambattista is eager to make this platform accessible to anyone with the desire to launch and grow and offers three categories of service.

1. One-on-one private business coaching
2. An online subscription platform for the business owner community to receive live talks, office hours, peer to peer networking, masterminds, etc.
3. Online courses

Our company values show up in our culture in every way and the Virtual Assistant will be an integral part of helping shape the culture by being the company's first hire. The successful candidate will be ready for this challenge by being in touch with the needs of today's workforce and the company.

Perks of being on Team Belinda include:

- Flexible part-time work hours
- Location agnostic work-from-home
- Opportunity for leadership and contribution
- Continuing education and personal growth

Our company is seeking an experienced, dynamic, and enthusiastic Virtual Assistant to manage the successful organization of our operational and administrative areas including, but not limited to managing calendars and schedules, managing email, customer support and set up, invoicing, setting up new systems, etc., and to support the CEO in all activities including some personal work such as booking family travel.

Core components of the role:

You will be the primary support for the CEO who is currently setting up the systems for all areas of this start-up business. As such, you will be contributing to multiple functions including administration, operations, digital marketing support, and sales support.

This is a key position of the firm as it is the first hire and will play a dynamic role in helping determine new policies, procedures, systems, etc. In order to be successful in this role it is critical that you work well on an independent basis, take a proactive approach in getting things organized so they can be easily executed, and genuinely interested in utilizing and growing your own skills in all areas.

Key functions include:

1. Manage and oversee the Administration of the business, examples include:
 - Overall calendar management
 - Invoicing clients
 - Make travel arrangements
 - Upload recordings to SoundCloud, YouTube, etc.
 - Managing email
 - Researching various things
2. Contribute to sales support, customer service and customer engagement, examples include:
 - Send follow up information to customers and prospects
 - Check in with current clients and send them gifts
 - Entering contacts into email list as new subscribers
 - Filling out contracts for new clients
3. Help support the overall operations, examples include:
 - Identify opportunities to streamline and improve upon existing operations.
 - Research and make recommendations for automation tools that will make all of our systems better, tighter and more professional.
 - Help manage the editorial and content creation calendar
4. Contribute to the execution of the company's marketing strategy and plan, examples include:
 - Post to social media outlets according to content calendar
 - Utilize tools for managing social media execution including but not limited to Hoot Suite, Crowdfire, LeadPages, etc.

Required Skills:

- Organizational skills – someone who practices organization to its fullest extent leveraging systems, tools, etc.
- Written and Oral Communication - Communicates clearly and informatively in multiple styles. Knows how to discern which style to use in various contexts. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions. Not afraid to ask for help.
- Collaboration and Team Work – Ability to take action based on direction and present information in a clear way in order to take a project to the next step.
- Computer Skills – Strong knowledge of common organizational and productivity applications such as Asana, G-Suite, Office 365, Mail Chimp, and other similar programs. Must be comfortable in learning new programs as well.

Qualifications:

- Exceptional customer service skills with ability to respond effectively to requests for service.
- Ability to think strategically, creatively and critically.
- Excellent interpersonal skills.
- Highly organized, responsible, creative, dependable, flexible, patient and detail-oriented.
- Team player, problem solver, and analytical thinker with a strong work ethic, high energy, and positive approach.
- Strong prioritization skills with ability to use time effectively, work well under pressure, and monitor own work to ensure quality. This includes clearly communication when something will not be done by a deadline due to competing priorities.
- Ability to adapt to changes in the work environment, manage competing demands, and change approach to best meet the needs of a situation.
- Passionate and knowledgeable about online learning, entrepreneurship, and growing personally.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments.
- Motivation - Sets and achieves challenging goals; Measures self against standard of excellence.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner; Works quickly.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.

Time commitment + Location: This position is part time and works remotely.

Pay and Benefits: We offer competitive pay rates and benefits, free access to online courses produced by our company, direct-deposit available, training, professional development opportunities, and wellness counseling to all employees.

It is the policy of Belinda DiGiambattista not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.