



## **Part Time Virtual Assistant to Rory & Leslie Foster**

### **Description:**

This part time VA position is perfect for the individual who is excited about providing support to the owners of a growing company that is dedicated to helping people overcome language barriers in their professional and personal lives. You will share our customer service responsibilities and help us meet larger business goals. We'll work closely with you by phone to help you be successful in supporting us. The position currently requires 10 -15 hours per week and is perfect for someone who wants to work from home and is able to commit to a relatively consistent schedule.

### **Requirements:**

1. The ability to take broad responsibilities and translate them into logical and actionable steps that become weekly goals.
2. The subsequent skill of converting weekly goals into daily tasks required to achieve weekly objectives.
3. Initiative, professionalism, and a perky attitude
4. Must live in the Denver Metro area and be willing to work from the Erie office on occasion
5. A personal computer and a strong command of:
  - a. Microsoft Office Software
  - b. Word press website platform
  - c. Social media (Facebook, Pinterest, Twitter, LinkedIn, Google Plus)

### **Please don't apply for this position if:**

1. You don't like helping people
2. You're weak at paying attention to detail
3. You want someone to feed you daily checklists of tasks to complete
4. You're looking for full time work or a face to face job
5. You are only able to work outside of normal business hours
6. You are unwilling to work outside of normal business hours
7. You are easily distracted
8. You tend to exaggerate, fib and generally can't be trusted
9. You will have barking dogs and crying children in the background when you're on the phone with our clients, partners and prospects
10. You don't have a sense of humor

### **Key Results and Responsibilities for this Position:**

1. Fulfill all orders on Amazon Seller Account
2. Fulfill all book and product orders from CGI bookstore
3. Implement a social media plan and maintain it on a regular schedule
4. Give excellent customer service through covering phone calls and replying to certain client email inquiries
5. Ensure that registered students receive necessary course details & course materials.
6. Ensure that students receive timely certificates of successful completion upon course completion.
7. Optimize Amazon Seller Account
8. Grow Amazon Seller Account with new products to sell in line with our business
9. Grow CGI bookstore with the same products on Amazon seller account
10. Ensure the marketing team has clean and accurate contact lists to work from
11. Free Rory & Leslie from busy work and support them in running their business

**Real opportunities for growth into a full time position if desired & based on success with the above!**

### **Application Instructions:**

Please send your resume, a cover letter explaining why you're a great fit for this position, and your desired hourly rate to: [rfoster@commongroundinternational.com](mailto:rfoster@commongroundinternational.com)