

VIRTUAL ASSISTANT FOR RESOLVE COACHING



This is a fantastic opportunity for a results-driven and hands-on individual to join the team at Resolve Coaching. They are a team of experts that combine decades of real business experience and digital marketing expertise to help owners master their business. They guide them through the Resolve 7 Step Framework to help to clarify their message, strategise their plan and grow their business.

The Resolve team is looking for a great General Virtual Assistant to support the team with day-to-day admin tasks to provide clients with world-class support and service.

As a Virtual Assistant for Resolve, you will assist the team with various admin tasks across operations and account management. We're looking for a team player who is VERY detail-oriented, organized and efficient. Someone who enjoys working across a team and has demonstrated great collaboration and communication skills.

The VA tasks include, but are not limited to, data entry, research, reporting, email management, social media management and engagement, etc.

OUR IDEAL CANDIDATE IS...

Community-centric

You are willing to become familiar with who we are and what we strive to do. And more importantly, you are excited about our company's mission to help other business owners.

Detail-oriented.

You're meticulous with detail, organized, process-oriented, and have a great hold with project management. You will be responsible for managing important files so it is imperative that you have experience paying extreme attention to detail.

Strong Written English

You will be in charge of managing the inbox, drafting documents and proposals, conducting market research, and communicating information back to the team. A strong command of English will be vital in this role to ensure our team has a great collaborative relationship and we maintain good relationships with clients.

Comfortable with technology

You're computer savvy and both able and willing to learn new software tools as we adopt them. Experience with CRM, email marketing platforms, and knowledge of the Google suite of tools is necessary for this role.

Reliable

You have good time management skills and deliver tasks on time. Daily, weekly and monthly tasks will be clearly defined but it will be your responsibility to manage your time effectively to complete your tasks. A can-do attitude is a quality we are looking for in this role.

Other skills that are a plus:

- Ontraport
- Google Analytics
- Canva (basic graphic design, editing, and branding)
- Email Marketing Tools
- Social Media Management
- Wordpress

Job Details:

- Full-time role with a two month trial period; NO MOONLIGHTING.
- 40 hours per week
- 8 hours a day; Monday to Friday
- Hours: TBD

Job Requirements:

- Must have daily access to high-speed internet access, a smartphone, and a computer.

- Comfortable learning new online software (if not familiar with some of the above)
- Highly organized and task-oriented.
- Extremely timely with delivery of tasks.
- Ability to gain familiarity with our programs and philosophy is a must.
- The ability to communicate and work with our team members.
- The ability to grow with our team and the dynamic nature of our work.

Your Compensation and Perks:

- Competitive pay (hourly wage work).
- 13th-month pay included.
- Increase and build your skill set in operations, customer service and marketing.
- Be part of a dynamic team and a growing company!

HOW TO APPLY:

Send an email to Carolyn with the subject line “Resolve Virtual Assistant” to hr@successwise.com with your resume/CV and a short video introducing yourself. To be considered, send your application no later than **Friday, February 19**.

In the video, include your background and tell us about why you think you’d be a good addition to the Resolve team.

NEXT STEPS:

If you’re a fit, we’ll send you a few related tasks to perform. Please complete accordingly. If we like what you’ve submitted, we’ll follow up with a Zoom video interview.