

## VIRTUAL ASSISTANT FOR BAMBOO BAMBOO

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This is a fantastic opportunity to join the team at bamboo bamboo, who makes cute things and are passionate about making plant based children's products. They are an eCommerce store that is expanding globally and are looking for a Virtual Assistant who can support their team and make their plans come to life.

As a Virtual Assistant for bamboo bamboo, you will assist the team with various admin tasks across operations and account management. We're looking for a team player with a go-getter attitude who is VERY detail-oriented, organized and efficient. Someone who enjoys working across a team and has demonstrated great collaboration and communication skills. If you want to grow with a company and love all things cute, keep reading.

The VA tasks include, but are not limited to, Amazon Seller Central and Shopify data entry, research, reporting, organizing files, inbox management, drafting documents, 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 and products. We are a tight-knit remote team who love and work hard for our heroes (aka our customers).

#### **Detail-oriented**

You're meticulous with detail, organized, process-oriented, and have a great hold with project management. You will be responsible for managing and optimizing our Amazon store and monitoring stock levels so experience paying extreme attention to detail is imperative for this role. You will also be helping each department document their processes and be the owner of the businesses SOP database.

### **Strong Written English**

You will be reporting to the business owner, communicating information back to the team, and liaising with 3rd party providers. 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 our partners.

### **Comfortable with technology**

You're computer savvy and both able and willing to learn new software tools as we adopt them. Experience with Amazon Seller Central, Shopify, Klaviyo, and Google Suite are 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.

### **Eager to learn!**

If you are looking for an opportunity to wear many hats and take on more responsibility, this role is for you! We work in a fast paced environment and are growing very quickly.

Other skills that are a plus:

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

### **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: To be discussed

## Job Requirements:

- Experience in eCommerce
- 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.

## Perks Of The Job:

- 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:

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Send an email to Carolyn Esposito with the subject line “Bamboo Bamboo Virtual Assistant” to [hr@successwise.com](mailto:hr@successwise.com) with your resume/CV and a short video introducing yourself.

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

## NEXT STEPS:

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If you’re a fit, we’ll send you a Content Task to perform. Please complete accordingly. If we like what you’ve done, we’ll follow up with a Zoom interview.