

General Virtual Office Manager

Virtual/Administrative Assistance

Posted 34 minutes ago

🔔 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)

The General Virtual Office Manager (GVOM), provides professional, administrative, technical, or creative (social) assistance to the Owner/CEO remotely. This position will assist to develop strategic direction for the organization and execute our strategies.

Because our company is primarily online base, this position is responsible for overseeing the development and management of all e-Commerce and Digital marketing activities across the Brands and business, across multiple marketplaces; managing 3rd party Amazon agencies, etc. The GVOM drives marketing strategies and serves as the primary point of contact to brand and business teams for Ecommerce marketing planning, execution, and reporting. Additionally, this role will provide direction to the sales organization to align and drive strategy and execution, as well as evaluate programs against KPIs to significantly drive profitable sales and optimize spend.

This position will foster strong relationships and work cross functionally to ensure collaboration and flawless execution in all areas of responsibility.

- Reporting
- Social Media/Blog Posting
- Photo Editing
- Business Research

You will be doing a variety of tasks, almost all of which I will create tutorials for you.

Some things I have in mind for you to do in the immediate future is,

- *Collecting emails off websites
- *Data entry (change the stuff on our website that is very easy)
- *Posting blog posts to our wordpress blog (I'll show you how to do this, also very easy)
- *Easy Social Media Tasks
- *Sending and responding to emails

To Apply for the job:

1. Send me a message with a few sentences on why you would like this position.
2. Change the subject like to "I Want to Work for You [Insert the name of my middle name RUSSELL] - General VA"
3. There will be a short skype call between us and video will be required. I will send you a link to a drive account that you will sign in to to set a time for our call.

Some photoshop or video editing experience is a plus as I will have you do some of this, but I will teach you just about everything you need to know.

The above job advertisement was taken from www.upwork.com.au on 17/2/2020

Sample Job Breakdown

Job Title	General Virtual Office Manager (GVOM)
Keywords Identified	Strategic direction, marketing, relationships, collaboration
Industry/Niche	eCommerce and digital marketing
Application Process	Skype interview, written response to questions
Questions Asked	<ul style="list-style-type: none"> • Send me a message with a few sentences on why you would like this position • Change the subject like to ""I Want to Work for You (Insert the name of my middle name RUSSELL] · General VA""
Types of Tasks/Projects	<ul style="list-style-type: none"> • Manage 3rd party agencies • Primary point of contact for teams • Program evaluation and research • Reporting • Social media • Photo editing
Skills Identified	<ul style="list-style-type: none"> • Marketing and social media • Flawless execution • Relationship building • Collaboration
Technology	<ul style="list-style-type: none"> • WordPress • Blogs • Video editing software • Photoshop
Special Requirements	This client is willing to teach their new GVOM
Deadline	Listed (Date)