

REMOTE

job

VIRTUAL VERSATILE ASSISTANT OPPORTUNITY OPEN TO VETERANS & MILSPOUSES

1099, multiple opportunities available, open to candidates in CONUS, 100% remote! Part-time/flexible hours available. \$22 per hour.

Provide executive assistance and operational support.

- At least 2 years of executive support experience, including: calendar management, travel and expense reports
- BA/BS preferred, along with prior exp. working remotely
- Skilled in: Asana, WordPress, Squarespace, Wix., MailChimp, Slack, G Suite, Freshbooks, Quickbooks, Xero, Instagram, Facebook, Pinterest, Twitter, LinkedIn, & YouTube

For a full scope of the job duties and quals, please see the job desc.



Interested? VetJobs.org or MilitarySpouseJobs.org
Click the Jobs tab and view the RC Job Board,
search by Req# 311265BR.
Send questions to Melanie at mgrantham@vetjobs.org

