



<https://panklays.com/vacancy/virtual-assistant/>

## Virtual Assistant

### Description

Are you an organized multitasker with a knack for keeping things running smoothly? Our client, a **fast-growing music streaming company**, is looking for a **Virtual Assistant** to provide administrative support and help streamline their operations in the digital world.

### Responsibilities

As a Virtual Assistant, you'll play a key role in ensuring day-to-day tasks are efficiently managed. Your responsibilities will include:

- Scheduling and calendar management: Coordinating meetings, appointments, and deadlines.
- Email management: Organizing inboxes, responding to inquiries, and prioritizing messages.
- Data entry and record keeping: Maintaining and organizing important documents and files.
- Social media and online presence: Assisting with posting, monitoring, and engaging on social platforms.
- Research and reporting: Conducting online research and preparing summaries or reports./

### Qualifications

The ideal candidate will have:

- Proven experience as a Virtual Assistant or in a similar administrative role.
- Excellent organizational and time-management skills.
- Proficiency in tools like Google Workspace, Microsoft Office, and project management platforms (e.g., Asana, Trello).
- Strong written and verbal communication skills.
- A proactive and problem-solving mindset with a passion for efficiency.

### Job Benefits

This opportunity offers:

- A flexible, remote work environment.
- A chance to work with an innovative music streaming company.
- Competitive compensation and career growth potential.
- An opportunity to make a meaningful impact in the world of digital entertainment.

### Hiring organization

Quarlytics Music

### Employment Type

Full-time

### Beginning of employment

Immediately

### Job Location

Abuja, Nigeria

Remote work possible

### Base Salary

Negotiable

### Date posted

January 14, 2025

### Valid through

05.02.2025