



## Virtual Assistant Role – Stratford ON Area

Email: [team@outcomeswork.com](mailto:team@outcomeswork.com)

We are looking for a Virtual Assistant to support our busy start-up company, [www.outcomeswork.com](http://www.outcomeswork.com). This is an excellent opportunity for someone looking for remote part time work and flexibility. The ideal candidate is very organized yet can laugh, pays attention to detail, and can work under tight deadlines. We need someone dependable who will work hard and bring a positive attitude. This contract will start at 10 hours per week and could grow quickly from there if we all enjoy working together.

### The key responsibilities/experience:

- Managing and manipulating data and Excel spreadsheets.
- Eye for detail, proofreading, editing, comparing data
- Very comfortable with a variety of different cloud/internet applications
- Intermediate to Advanced level of MS-Word and PPT
- Excellent writing skills and grammar
- Excellent English and verbal skills – able to support customers on the phone.
- Hard working, attention to detail, collaborative, organized **and can get stuff done**
- See [www.outcomeswork.com](http://www.outcomeswork.com) to get a sense of the projects you might be involved with

### Requirements:

- Ideally a college diploma + 2-3 years' experience as a virtual assistant
- Have your own home workspace, current computer, fast/reliable internet
- Able to meet in Stratford area occasionally (no more than once or twice over a few months)

If this contract sounds like a perfect fit for you, please provide the following and email to [team@outcomeswork.com](mailto:team@outcomeswork.com) as soon as possible:

- Resume – cover the essentials!
- One page MS-Word document covering:
  1. MS Excel capabilities: Highlight the 3-5 Excel capabilities you are most proud of and that you think we will find valuable.
  2. Same as above but for MS-Word.
  3. Same as above but for MS-PowerPoint.
  4. List 3-5 cloud/internet based applications you are very proficient with.
  5. Any other valuable attributes/ skills / tools you have that we would find valuable.
  6. Your hourly contract rate

We are really looking forward to working with you! We will only contact those people we feel would be a fit with our growing team ... thank you in advance for your interest!

**The Outcomes Work Team**