

## Sample job description

Job Title:	Executive Virtual Assistant (Self Employed)
Responsible To:	The Executive Virtual Assistant is responsible to the Executive Team Leader who in turn is responsible to the business owner
Hours of Work:	Part-time / flexible hours to cover over five days (Monday-Friday)

### Purpose of the Job

To provide professional Executive Virtual Assistant support to Executive Coaches, Non-Executive Directors and other high-level clients, and to respond in a timely fashion to all client requirements.

To actively add value to the service provided by Kaleidoscope and to continually work toward the development and growth of all client and team relationships.

To contribute to the successful operation of Kaleidoscope and the achievement of objectives set by the business owner.

### Responsibilities

The duties below are not for every client and are not exclusive. You will need to be flexible enough to respond to a variety of client requirements, with the support of the Kaleidoscope team, which may include the following:

#### Diary and Email Management

- Managing multiple high-level diaries.
- Communicating with client contacts by phone and email.
- Monitoring, actioning and updating work in progress.
- Organising travel and accommodation as per the client requirements.
- Managing multiple client and internal email accounts.

#### Communications

- Close collaboration with clients to ensure they are fully supported.
- Attendance at regular virtual team meetings and regular 1:1 calls with the business owner.

#### Typing

- Audio transcription of minutes, reports and emails as required.

#### Research

- Conduct research, compile data, and prepare papers for presentation to the client.

#### Other

- Ensuring all Kaleidoscope internal processes are adhered to.
- To be an active, integral and supportive member of the Kaleidoscope team.
- To act as an ambassador for Kaleidoscope, ensuring your behaviours reflect the values of the business.