

## Job Description

<b>Job Title:</b>	Executive Virtual Assistant (Self Employed)
<b>Responsible To:</b>	The Executive Virtual Assistant is responsible to the Executive Team Leader who in turn is responsible to the Managing Director
<b>Hours of Work:</b>	Flexible (to be discussed)

### Purpose of the Job

To provide professional high level Personal Assistant and administration support to Executive Coaches and Business Consultants and to respond in a timely fashion to all client requirements. To contribute to the successful operation of Kaleidoscope Business Services Ltd and the achievement of objectives set by the Managing Director.

### Responsibilities

The duties below are not for every client and 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

- Communicating with client contacts by phone and email.
- Maintaining meeting records using Evernote.
- Organising appropriate travel and accommodation.
- Ensuring client diaries are kept up to date.
- Managing email both internally and on behalf of clients.

#### Typing

- Preparation of minutes, reports and emails using appropriate templates or producing new templates.
- Audio transcription.

#### Communications

- Close collaboration with clients to ensure they are fully supported.
- Excellent interface with the Kaleidoscope team ensuring they are updated at all times of any new information, changes or issues.

#### Research

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

#### General Administration

- Data entry.
- Maintaining computer filing systems.
- Updating websites.
- Manage all enquiries both internal and external.

#### Other

- Ensuring all internal processes are adhered to using software as required when necessary i.e. Evernote and Toggl.
- Attending internal training courses and team meetings as required (both online and in person).
- Be an integral part of the Kaleidoscope team.



- Act as an ambassador for Kaleidoscope Executive PA Services, ensuring your behaviours reflects well on the company.
- To promote Kaleidoscope and to actively seek new opportunities.
- Any other duties as requested by the Executive Team Leader or Managing Director in order to meet the changing needs and demands of the business.