

**JOB DESCRIPTION TEMPLATE**

***NOTE: This template should be completed and returned to:***[***start@virtualstafffinder.com***](mailto:start@virtualstafffinder.com) ***in order for your matchmaking service to begin. Please don’t delay!***

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| **Extremely Important: Contact Details** | **Please insert your BEST email address, Skype ID and Twitter ID here, so we can communicate with you properly.** |
| **How did you learn about Virtual Staff Finder?** | Please list down how you discovered our service, it helps us continue to serve different audiences the best way possible. |
| **Your Business Name:** | Brief introduction about your business / company. |
| **Job Title:** | If you’ll be giving your GVA a specific title, please insert here. |
| **Type of Position:** | Part-Time / Full-Time *(Delete as Appropriate)* |
| **Work Time Zone:** | (Time zone that you want your VA to work) *Please note, it is easier to find REALLY good quality people if you are happy to be flexible with this requirement. A lot of people have families and do not like working through the night, Philippines time.* |
| **Daily Reporting and Accountability:** | In order for any virtual position to be compensated without miscommunication, we suggest that a daily report be submitted by the VA at the end of each day worked.  *If you require this, please give details on the type of report you would like to see and in what format you’d like it to be in.* |
| **Proposed Compensation:** | The amount you are willing to pay your GVA. |

**Daily Work Description:**

*A concise narrative of the role and responsibilities of our GVA (be as in-depth as you’d like!):*

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**Skill Sets Required:***A concise narrative of the role and responsibilities of our GVA (be as in-depth as you’d like!):  
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**Additional Notes:***If you have any additional thoughts, needs, or desires when it comes to work with your virtual assistant, please make a note of them here - every little helps!  
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***Once you’ve completed it, please get it back to us ASAP :-)***