

We are Hiring!

Virtual Assistant Vacancy

You!

You need to be:

- Trustworthy
- Write and speak English *really* well
- Responsible

What you'll do

Short term

- Replying to all LinkedIn messages received - including historical messages
- Welcome LinkedIn messages to new and existing connections
- Introduction LinkedIn messages to potential connections.

(Note - the writing required is quite chilled out, friendly, and relaxed - nothing too formal)

- Data entry of contacts and maintaining databases (basic Excel Filters)

Medium term

- Engaging with content of my LinkedIn followers - and making appropriate responses including likes and comments.

Long term

- Manage a bigger team that handles my social media, content monitoring & engaging with my online network.

How you'll work

Flexibility to structure your times

- Work whenever you want
- 20 hours per week required

Flexibility of place

- Work wherever you want

Flexibility of payment cycle

- Weekly or monthly

If you're interested - Connect with Me!

✉ peeps@wattleshire.com

In either a short note and/or video - tell me why you feel you fit the values, requirements - and anything else you want to say!

Me!

I am a young Management Consultant, Trainer and Speaker based in Melbourne Australia in the Intergenerational Engagement space.

I help companies understand different generations in the workplace and how to harness varying behaviors and expectations to create cohesion at work.

I regularly speak at conferences and events for business development, brand building, and my true passion of spreading knowledge & learnings.

I have an extensively following on LinkedIn - and regularly engage with my network using video and written short to long form posts and articles.

I want to develop an extension of myself to act and extend further than my time permits.

Initially - I need you to be my virtual assistant to help with my LinkedIn presence, engage with my followers, and respond to their queries,

with potential to further develop into content creation, delivery and new idea implementation.

I would like to set up an ultimate team to handle this - but for now will start with you - with potential for you to team lead.

Summary of my work

- Training & Development sessions
- Speaking engagements
- Executive Consultations
- LinkedIn Content creator

Values I'd like you to have

Underlining core value - Respect.

- **Respect People**
Mutual respect of your peers, their beliefs and journey, and path to development.
- **Respect the Process**
Integrity, trustworthiness and dependability. Fresh ideas, creativity, and strong work ethic.
- **Respect the Work**
Take pride in your Work - passion and purpose
Duty of care and diligence to get things done.