

REMOTE
job



VIRTUAL VERSATILE ASSISTANT OPPORTUNITY OPEN TO VETERANS & MILSPOUSES

1099, multiple opportunities available, open to candidates in CONUS, 100% remote! Part-time/flexible hours available.

Provide executive assistance, operational support, project assistance & digital marketing.

- At least 2 years of remote administrative support experience
- BA/BS preferred, along with prior exp. in digital marketing, managing multiple clients, accounts and projects
- Skilled in: Asana, WordPress, Squarespace, Wix., MailChimp, Slack, G Suite, Freshbooks, Quickbooks, Xero, Instagram, Facebook, Pinterest, Twitter, LinkedIn, & YouTube

For a full scope of the job duties and quals, please see the job desc.



Interested? VetJobs.org or MilitarySpouseJobs.org
Click the Jobs tab and view the RC Job Board,
search by Req# 291785BR.
Send questions to Melanie at mgrantham@vetjobs.org

