

A-Z of Qualities to Expect From the ‘Virtual Assistant’

Ability to interact at all levels including senior

Ability to manage and prioritise multiple tasks to achieve deadlines

Ability to work under pressure and to tight deadlines

Comprehensive experience of working with computers
(27 years experience)

Computer literate

Dedicated

Demonstrate organisational and time management skills

Diplomatically organising the rather disorganised

Energy and enthusiasm

Excellent interpersonal and communication skills

Friendly and approachable

Looking for challenging new roles where we can make a difference

Organised and confident

Possess discretion, reliability, strict confidentiality and initiative

Professional and energetic

Strong attention to detail and administrative skills

Use initiative

Versatile and pro-active - constantly thinking outside the box

Work completed efficiently and on time