

## Part-Time Executive Virtual Assistant



### Seller Info

Name: Marketplace Jamaica  
Company: Marketplace Jamaica  
Name:

### Listing details

Reference Number: M173153

#### Common

Job Title: Part-Time Executive Virtual Assistant

Job Type: Part Time

#### Job Description:

We are looking for a tech-savvy, highly organized, and resourceful Executive Virtual Assistant to join our team. This is an exciting part-time opportunity with strong potential to grow into a full-time role as the company scales.

#### Key Responsibilities:

- Manage email and calendars with precision and confidentiality
- Oversee and grow social media presence, including LinkedIn
- Support with administrative tasks and project coordination
- Create simple and engaging graphics as needed
- Use AI tools and Google Suite to improve workflows and efficiency
- Provide proactive support across multiple business areas

#### Requirements:

- Minimum of 5 CXC/CSEC subject passes, including English Language (mandatory)
- Proven experience in administrative support
- Strong skills in:
  - Social Media Management (especially LinkedIn)
  - Email & Calendar Management
  - Graphic Design tools (e.g., Canva or similar)
  - Google Suite (Docs, Sheets, Slides, Drive)

Familiarity with AI tools

Excellent communication, time management, and problem-solving skills

Ability to learn quickly and execute diverse tasks with minimal supervision

Details:

Hours: 3–5 hours per day (weekdays between 8:00am – 4:30pm)

Compensation: \$500 per hour

Location: Fully remote [info@aipoweredexecutivesupport.com](mailto:info@aipoweredexecutivesupport.com)

