

# Join Our Team

AS AN ACCOUNT MANAGER



**VIRTUAL**  
**STRATEGIES**  
**ASSISTANTS**

## *Who we are*

We are a skilled team of virtual assistants who assist healthcare professionals and small-business owners in making sure their office runs efficiently.

## *About the Account Manager Role*

The Account Manager is someone who cares about helping others, has an eye for detail, and works well with a wide variety of personalities. They are effective and efficient while leading and training others. They can foster a successful working relationship with clients and team members. They are responsible for overseeing client satisfaction and ensuring that team members are performing tasks with excellence. They assist in ongoing training of team members and are encouraged to help others grow in their roles. They must be able to consistently communicate with clients and delegate tasks accordingly. The Account Manager must have availability of minimum 15 hours per week. This is a 1099 position.

## *You would be great for this role if you....*

- ◆ have at least 1-2 years experience as a Virtual Assistant and/or management position
- ◆ are a self-starter, organized, and detail oriented
- ◆ enjoy working both independently and in a virtual team environment
- ◆ are resourceful, creative, and able to manage your time effectively
- ◆ are willing to support team members with feedback and resources
- ◆ desire growth and want to be committed for the long haul
- ◆ are eager to help various clients and consider client care a top priority

## *This role is not for you if you....*

- ◆ are unable to take feedback and lack communication skills
- ◆ struggle with being proactive and get easily distracted
- ◆ don't have the bandwidth to take on more clients
- ◆ save things for the last minute and do not keep well organized notes and tasks
- ◆ don't enjoy working as a collaborative team and need a lot of direction
- ◆ are not able to commit to time needed to lead a team
- ◆ are not concerned about the professional growth of others



**APPLY NOW**