

Virtual Digital Assistant

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<https://www.udemy.com/user/in28minutes/>
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We are looking for a Virtual Digital Assistant to provide support while working remotely.

Overview

As a Virtual Digital Assistant, You should have excellent multitasking skills to handle all the content and distribution through our social media accounts in a cohesive way. If you have a creative way of thinking and of presenting our brand through multiple social media channels, we would like to make you part of our team.

Over a period of time you will be responsible for developing and implementing a comprehensive social media strategy to increase our web traffic and our brand awareness.

You will perform various administrative tasks, including answering emails and doing internet research as needed. For this role, a strong Internet connection is required, along with experience using communication tools like Skype.

Ultimately, you should be able to handle administrative projects and deliver high-quality work under minimum supervision.

Responsibilities

- Management of multiple social media and digital accounts across Quora, Medium, DZone, facebook and twitter.
- Management of YouTube channel - Responding to Comments and Managing Playlists.
- Manage content distribution to online channels and social media platforms to increase web traffic
- Managing our course platforms - including responding to student reviews
- Responding to emails from students
- Administering all company social media accounts to ensure up-to-date content

- Perform market research as needed
- Provide customer service as first point of contact
- Handling requests and queries appropriately

Requirements

- Demonstrable experience of using social media in a professional and/or promotional capacity.
- Preferably - Proven working experience in digital marketing
- Excellent communication skills. Excellent writing skills in English
- Excellent copy writing and proofreading skills, and a keen eye for detail.
- A creative flair in the generation of fun and original online content.
- A good standard of computer literacy including the use of PCs, Macs, Microsoft Word and Microsoft Excel. Familiarity with current technologies, like desktop sharing, cloud services and VoIP
- Highly organised, with an ability to work to deadlines, and to plan and prioritise short and long-term tasks effectively.
- The ability to work independently
- A good sense of humour and a proactive, positive attitude.
- An interest in digital and social media trends and updates.
- Excellent time management skills
- Discretion and confidentiality

Terms

- This will be a work from home opportunity
- Expected work times are 5 days a week, 9AM to 5 PM