



Virtual Assistant

(2 spots available)

Reports To: Project / Account Managers

Job Type: Part-time, Independent Contractor (1099), up to 30-hrs per week

Location: Remote (with availability during EST hours)

Purpose: to assist both Adonai clients as well as some internal tasks

Compensation: \$15/hr US

Are you committed to delivering **customer experience excellence** (not only in the end product you deliver but how you make the customer feel about the company they are dealing with?

*Does the idea of **getting things done** excite you?*

*Do you geek out over **task lists**?*

*Would the people you've worked with describe you as **responsive and reliable**, confident in your expertise, and always willing to take on a new challenge.*

*Are you **highly detailed**?*

*Do you **thrive in a team environment** where everyone backs each other up?*

*Are you a **solo-preneur** and not a team based business?*

Are **proficient in American English**, including an understanding of its nuances.

Then Team Adonai needs you!

Our ideal team member lives for systems, processes and checklists, and is looking to partner with us long-term to support various projects/clients within our growing company.

About Us

Adonai Business Solution, a business management agency, has been around for over 22 years. Although headquarters is located in Michigan, USA, we have team members all over the world.

Our specialty is getting our clients out of the weeds of running a successful business.

We work primarily with what we lovingly refer to as “hot messes”. These are business owners who are generating mid-six figures or more, understand the value of systems, and have been in business long enough to recognize they can’t do it all themselves any longer. They have a big vision for where they want their business to go but recognize they need help as their operations are a hot mess.

As a company, we value:

Relationship - *"Coming together is a beginning. Keeping together is progress. Working together is success."* ~ Henry Ford ~

Relationships deliver results because we can’t do our jobs without each other. We are committed to building an encouraging, caring, and supportive environment. We share a responsibility to support our clients (and team members) and enrich their lives. Together we are stronger.

Dependability - Clients trust us to run their operations and we take that seriously. They know we have their back and can sleep sound at night without having to wake up thinking about all the things that need to get done.

Integrity - We do the right thing — even when no one is watching. It’s the constant choice to infuse every action with honesty, fairness, and respect for clients, team members and colleagues alike.

Authenticity - Live your truth, let the world see the real you. We show up as real, vulnerable, transparent human beings who speak from the heart, value others’ contributions, and invest in each other’s growth.

About the Position:

If you are just starting out in your Virtual Assistant Journey this might just be the perfect position for you. **We are looking for someone who is excited to join our growing team and can see themselves in this position for the long term** - we LOVE what we do, and are looking to add someone who is just as passionate about what we do.

The ideal candidate possesses demonstrable knowledge and experience in the online business world, eager to kickstart and develop their career within our industry. We value curiosity, commitment to transparency, and honesty, placing a high priority on collaboration and teamwork.

We are in search of an organized and detail-oriented individual who is tech-savvy, self-motivated, takes pride in helping others, and has a keen interest in conscious leadership. The secret code for your application is "Figment." The successful candidate will engage confidently with business-oriented clients and our growing team.

It is important that applicants consider this role in their zone of genius, that they love what they do, and take satisfaction in a job well done.

We are looking for a **detail-oriented, proactive, and follows directions “to a T”** VA to assist with operations, light tech, and client projects.

Able to handle multiple requests, prioritize, and respond quickly and efficiently.

You are interested in growing and being a long-term team member.

You are able to accept direct feedback, learn, and grow from it.

We’ve noticed that our best team members historically have had these types of skills and values:

- You’re dedicated to and take pride in your work - you feel energized by checking in each day on threads and tasks, being a part of the momentum and activity
- You’re a team player who loves a culture of kindness and positive support in collaboration - this team loves to be helpful and willing to teach or cover each other when needed, so it’s important that you are part of that contribution too
- You aren’t intimidated by a client’s requests or expectations - you are inspired, excited, and rise to the challenge of fulfilling their vision
- You appreciate professional and personal support and accountability as we all work towards goals together, even goals beyond our work

Responsibilities:

This role is the main implementer and support for the Project/Account Managers & Social Media Manager with client facing, as well as some internal tasks. Including, but not limited to:

- Customer support - via email
- Social media posts
- Blog posts
- Podcast support
- Newsletter distribution
- Product order support
- Analytics prep
- Light website support
- Email management
- Calendar management
- Light video / audio editing
- Creating, updating, and organizing information in a variety of cloud-based applications like Wordpress and Google Apps
- Updating and managing key contact information in CRM and marketing applications

- Conducting general web research to support content creation, decision-making, and performance evaluation
- Virtual file management and organization in apps like Dropbox and Google Drive
- Supporting other teammates in assigned project-based work
- Pet Industry specific tasks (i.e. scheduling, recruiting, etc.)

Your Skills and Qualifications

- Strong verbal and written communication skills with a high level of English
- Self motivated and a quick learner
- Must be highly detail oriented
- Able to prioritize tasks and handle multiple tasks at a time
- Able to manage their time accordingly
- Able to work both independently and within a team environment
- Are eager to learn and grow in a supportive environment
- You are a firm believer in the value of strong team culture
- You are interested and willing to take advantage of learning opportunities

Experience with the following is a bonus:

- Notion
- Slack
- Kajabi
- ActiveCampaign
- ClickFunnels
- Mailerlite
- Infusionsoft
- Google Suite
- Wordpress
- Pet Industry Specific platforms experience a huge plus (Time to Pet, Pet Precise, Pet Pocketbook, etc.)

Compensation

This is an independent contractor position.

Estimated time commitment is approximately 15 hours per week to start, with room to grow. We max our team members at 30-hr per week as we do not believe in the 40-hr per week mindset ;-)

We have a maximum budget of \$15/hr USD

How to Apply

If you feel you would be a good fit for Team Adonai, then please fill out this application form.

If you make it to the next round, Nancy, our Director of Operations, will reach out to you to schedule a preliminary interview.

This job posting will stay open until the position is filled.

Disclosure: This job description is not meant to be an all-inclusive statement of every obligation and responsibility that will ever be required of the person in this role.