

Hi! I'm Tita Din Talks :)

Hi, mga ka-Virtual Assistant! Ako si Tita Din ng "Tita Din Talks."

Alam niyo, hindi biro ang maghanap ng trabaho ngayon. Between the traffic sa labas at the stress ng pagiging malayo sa pamilya, it's really hard to find that perfect balance. That's why I started **Tita Din Talks**. My goal is simple: Gusto kong makatulong sa mga kapwa ko Pilipino na makapasok sa mundo ng freelancing at maging successful na **Virtual Assistant**.

All while staying in the comfort of their homes.

Bakit ka dapat makinig kay Tita Din?

Maraming info online, pero aminin natin, nakakalito at nakakatakot kasi ang daming *sc@ms*. Here's what I bring to the table:

- **100% Legit Opportunities:** I personally filter and share only the real deals. Walang networking, walang "pay-to-join," and definitely no scams. Purely verified job leads lang para hindi masayang ang pagod niyo.
- **Zero to Hero Guidance:** Kahit newbie ka pa or wala pang experience, I'm here to guide you. We talk about everything—from optimizing your profile to acing that client interview.
- **Practical Advice:** I don't just give tips; I give real-talk advice. Yung totoo lang, walang halong sugar-coating, dahil gusto ko talagang magtagumpay kayo.

Ang Vision ko para sa inyo...

I believe that the Filipino talent is world-class. Hindi natin kailangang makipagsapalaran sa abroad para lang kumita nang malaki. With the right skills and the right mindset, kayang-kaya nating mag-earn ng dollars habang kasama ang mga anak natin o habang nag-e-enjoy ng kape sa bahay.

Dito sa **Tita Din Talks**, hindi ka lang basta follower. You are part of a community. Naniniwala ako na kapag nagtutulungan ang mga Pinoy, walang imposible.

Kaya kung handa ka na ring i-level up ang career mo at mag-transition to remote work, tara! Sabayan mo ako sa journey na ito.

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- Wholesale Outreach Support
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- Operations Manager
<https://67333e79-214b-45aa-86e5-f762aeb67d0f.lovableproject.com/apply/role/en4vv5cy>
- Email Marketing & Social Media Support
<https://67333e79-214b-45aa-86e5-f762aeb67d0f.lovableproject.com/apply/role/ggvv vxna>
- Influencer & Creator Partnership Manager
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- Operations Manager
<https://67333e79-214b-45aa-86e5-f762aeb67d0f.lovableproject.com/apply/role/wu4wpofm>
- TikTok Shop & E-Commerce Lead
<https://67333e79-214b-45aa-86e5-f762aeb67d0f.lovableproject.com/apply/role/27rrp p5a>
- Social Media Content Editor and Marketing Support -
<https://67333e79-214b-45aa-86e5-f762aeb67d0f.lovableproject.com/apply/role/wagu vh3m>

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MATERNITY/ PATERNITY LEAVES



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LIFE INSURANCE* (INCLUSIVE IN FT HMO)



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GAME NIGHT



MILESTONE GIFTS



BIRTHDAY TREAT



VIRTUAL TOWNHALL



LINKEDIN LEARNING



REGIONAL MEETUPS



MENTAL HEALTH CONSULTATIONS



ISLAND GETAWAY



AN AWESOME COMMUNITY AND MORE!

Our current benefits package applies to agency-hired Virtual Professionals only.

SCAN THE
QR CODE
TO APPLY



EVA & Guest Comms Manager

HIRING!!! Executive Personal Assistant & Guest Communications Manager

Remote | Philippines-Based | Hospitality Industry

Part-Time (Seasonal Long-Term Potential)

Negotiable (Depending on Experience)

About the Role:

- We are hiring a highly capable Filipino Virtual Assistant to support a growing hospitality portfolio entering peak season.
- This role combines guest communications, operational admin, and executive-level support.
- We are not looking for a task-taker.
- We are looking for someone who communicates clearly, thinks ahead, and protects the business owner's time.
- If you are fluent in English, proactive, and calm under pressure, this may be a strong fit.

About the Business

We manage a growing short-term rental portfolio operating in a fast-paced hospitality environment.

Peak seasons require:

- Quick decision-making
- Clear and professional communication
- Strong follow-through
- The right assistant will become a key operational partner.
- This role is ideal for someone who:
- Speaks and writes fluent, natural English
- Is confident making phone calls when needed
- Asks clarifying questions instead of assuming
- Has prior experience in hospitality, Airbnb, or executive assistance
- Works independently without constant supervision
- Maintains professionalism during busy or high-pressure periods
- Is organized and detail-oriented

Who This Role Is NOT For

- Entry-level VAs with no relevant experience
- Applicants who wait for step-by-step instructions
- Individuals uncomfortable handling guest concerns
- Passive communicators

We operate with standards and expect the same from our team.

Application Instructions (Read Carefully)

To be considered, please submit:

1. A short introduction (maximum 5 sentences)
2. A summary of your relevant experience (hospitality, guest messaging, or executive support)
3. Your availability (timezone and weekly hours)
4. A 5–7 sentence reply to this guest message:
5. “Hi, we’re arriving around 11am. Is early check-in possible?”
6. A 1-minute Loom video OR voice recording introducing yourself and explaining why you are a strong fit for this role.

Please use the subject line:

- MidSeasonPro – [Your Name]**
- Send to: hi.wethrive@gmail.com
- Applications that do not follow instructions will not be reviewed.
- Only shortlisted candidates will be contacted.

Pineapple Staffing

Apply here:

<https://trypineapple.com/career/#brxe-phlclc>

Personal / Executive Assistant

Personal / Executive Assistant (Digital Focus)

Now Hiring: Personal / Executive Assistant (Digital Management Focus)

We are seeking a proactive Personal/Executive Assistant to manage inbox organization and digital file systems.

Key Duties:

- Inbox filtering, tagging, and archiving
- Calendar and digital file organization
- Managing and organizing photo and media libraries
- Maintaining digital workflow systems
- Experience with high-level inbox management preferred.



Apply by emailing your resume to:

mcfarlandvision@gmail.com

Wing Assistant

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- ✓ Remote Healthcare Virtual Assistant
- ✓ Remote Medical Scribe
- ✓ Remote Real Estate Virtual Assistant
- ✓ Remote Bookkeeper
- ✓ Remote Digital Marketing Specialist
- ✓ Remote Graphic Designer
- ✓ Remote Social Media Assistant
- ✓ Hybrid General Virtual Assistant
- ✓ Remote Lead Generation Specialist
- ✓ Remote Sales Caller
- ✓ Remote Sales Development Representative
- ✓ Word Press Developer (For Pooling)

✉ How to Apply:

📁 Send your resume in PDF to (wing.johnraphaelsualog@gmail.com) for you to receive the application form link.

📌 Please ensure that your CV includes detailed information, such as:

- Previous job responsibilities
- Tools and software used
- Duration of employment for each company
- The industry of each company

*Please only apply for this job if you are located in the Philippines.