



CLIENT DETAILS

Client: Parity Homes

Website: <https://www.parityhomes.com/>

Address: 1014 W 36th Street, Baltimore, Maryland 21211

Contact Person: Cha Borja cha@parityhomes.com

Position Hiring For: General VA

JOB DETAILS

Job Title: General VA

Location: Remote

Reports To: Bree Jones

Work Shift: 9:00 AM - 5:00 PM EST

Working Hours: 40 hours per week (Full-time)

Rate: \$7 to \$8/hour

Job Description:

Parity Homes is seeking a proactive and detail-oriented **General Virtual Assistant (GVA)** to provide high-level administrative support to the Executive. This role goes beyond traditional support tasks—it requires strategic thinking, project management capabilities, and the ability to operate as a trusted partner to leadership.

The ideal candidate will bring both administrative excellence and operational insight, supporting cross-functional collaboration and contributing to the business.

Key Responsibilities:

Strategic & Cross-Functional Support

- Serve as a strategic thought partner to the Executive, connecting the dots across departments and supporting operational goals.
- Assist with project coordination, follow-through, and execution across multiple functions.
- Identify areas for process improvement and proactively offer solutions.

Appointment and Schedule Management:

- Efficiently manage the Executive's calendar, including scheduling appointments, meetings, and events.
- Address and resolve scheduling conflicts to maintain an organized calendar.

Communication Management:



- Manage all forms of communication for the Executive, including phone calls, emails, and other correspondences.
- Draft, edit, and proofread documents to ensure clear and effective communication with stakeholders.

Travel Arrangements:

- Plan and organize all aspects of business travel, including flights, accommodations, and transportation.
- Prepare detailed travel itineraries to ensure all arrangements are confirmed and in place.

Document Preparation:

- Create, edit, and proofread various documents, presentations, and reports.
- Compile necessary information and materials for meetings and presentations.

Information Management:

- Organize and maintain files, records, and contacts, ensuring all databases are kept up-to-date.
- Safeguard the confidentiality and security of sensitive information.

Meeting Support:

- Coordinate and schedule meetings, prepare agendas, and attend meetings to take accurate minutes.
- Summarize key points and distribute relevant materials post-meeting.

Task Prioritization:

- Assist the Executive in prioritizing tasks and managing deadlines effectively.
- Proactively identify and address urgent matters.

Confidentiality:

- Handle all confidential information with the utmost discretion.
- Maintain a high level of confidentiality in all matters related to the Executive and the organization.

Event Planning:

- Assist in the planning and coordination of events, conferences, and special projects as required.
- Ensure all logistical details are managed efficiently.

Research:

- Conduct research on various topics as requested.
- Present findings in a clear, concise, and organized manner.

Team Collaboration:

- Collaborate with other administrative professionals and team members as needed.
- Serve as a liaison between the Executive and other departments.

**Qualifications:**

- Bachelor's degree in Business Administration, Engineering or a related field is preferred.
- Previous experience as an Executive Assistant, Project Manager or in a similar administrative role.
- High-level English proficiency (spoken and written)
- Previous experience working in EST
- Exceptional organizational and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- High attention to detail and strong problem-solving abilities.
- Ability to handle confidential information with discretion.
- Excellent interpersonal skills and ability to work effectively with diverse teams.
- Reliable internet connection and a dedicated workspace for remote work.

Working Conditions:

- This is a full-time remote position.
- Flexibility in working hours may be necessary to accommodate the Executive's schedule.