

[Write Easy to Understand Title Here]

Job Description

Overview:

[Provide a brief, one-paragraph summary outlining the general scope of the project.]

Scope of Hours

[Ensure this section covers the following points: 1) Whether the work is a one-time project or ongoing 2) Whether the work schedule is flexible or time-sensitive (include time zone and specific working hours, if applicable) 3) An estimate of anticipated total hours, if available 4) Potential for future opportunities or continued work]

Relevant Standard Operating Procedure (SOPs)

[List any relevant SOPs by name. Each job description should reference at least one SOP.]

Responsibilities

[List all specific tasks that need to be completed. In this section focus on *what* needs to be done rather than *how* it should be done; the SOPs will cover the detailed procedures.]

Our Team

[Provide a brief overview of your company, even if it's just you. Mention any relevant team members and identify who the VA will be collaborating with.]

****SEE EXAMPLE ON NEXT PAGE****

Gathering Eviction Mailing Records

Job Description

Overview:

I am looking for assistance in compiling a list of names and addresses to create a mailing list for my real estate business. This role involves visiting a state court website, locating relevant information, and copying it into a Google Sheet.

Scope of Hours

This task is required on a monthly basis and should initially take only a few hours each month. The work can be completed on your schedule at any time within the first week of each month. There are opportunities for more hours and duties as I grow my real estate business.

Relevant Standard Operating Procedure (SOPs)

1. Gathering Eviction Mailing Records - SOP (attached)

Responsibilities

1. Update the eviction record Google Sheet on a monthly basis.
2. Send an email upon completion of each month's updates.

Our Team

I operate a small real estate rental business based in Wisconsin, USA. Aside from myself, the team includes two other Virtual Assistants who assist with various tasks as needed. For this position, communication will be directly with me (the owner).