##### We're recruiting!

We're looking to expand the Virtually Sorted team - I need someone to work on what we call "Misc PA" tasks. That might be sourcing 110 hedges within 24 hours, booking a plumber in Islington, or it might be researching rates for offices, sourcing the very last Lego card in an album, or finding out how much it costs to import steel from China... To say the tasks are varied is a MASSIVE understatement.

You need to have:

* The ability to juggle multiple tasks and priorities, sometimes on an hourly basis, depending on what comes in.
* A PC with MS Office & Firefox installed - we use this for all our work, alternatives like OpenOffice etc cause glitches with our client's work and are not acceptable.
* Grace under fire - you need to have a cool head and be able to cope with stressful situations.
* Availability within business hours Mon-Fri 9am-5pm, 20+ hours a week (less than this and you won't be available to work when we need you).
* Able to speak on the phone - getting this stuff sorted often involves picking up the phone and talking to people.
* Great attention to detail - instructions come via email, and you need to pick up on ALL the nuances in the text.
* Happy to hassle people for answers (including the Virtually Sorted staff!) and follow up to make sure tasks get completed to deadline.
* Friendly demeanour - gets on with everyone, we have a large team of VAs and clients who you will be dealing with.
* Social media experience an advantage, but we're happy to train you on Aweber, Hootsuite, etc.
* A high degree of initiative and common sense. We can't train this!!!

**You must be UK based, we cannot insure VAs living elsewhere.**

***Test 1:***

Find us a beach holiday leaving next month suitable for a family of 4 leaving from Scottish airports and at least 3\* accommodation. Send us the results and how long it took you.

***Test 2:***

A client has asked you to source circular bathtubs with drains in the middle of the bath instead of to one side - you've looked everywhere and these seem to be impossible to find commercially. Describe how you would research this and how you would present your findings to the client.

**Apply via: recruitment@virtuallysorted.com - send availability, your full name and mailing address, and your test results. NB: All applications will be processed on Fridays, so please be patient!**