

**Position: Bookkeeping Virtual Assistant****Location: Remote****Description:**

Are you passionate about numbers and organization? Join our team as a Bookkeeping Virtual Assistant and help our clients streamline their financial records. As a detail-oriented individual, you will be responsible for maintaining accurate financial data, reconciling accounts, and generating reports. Your role will be pivotal in ensuring our client's financial health and success. If you thrive in a dynamic virtual environment and possess excellent bookkeeping skills, we want to hear from you!

**Responsibilities:**

- Maintain accurate and up-to-date financial records for clients.
- Reconcile bank statements, invoices, and other financial documents.
- Prepare financial reports, including balance sheets, profit and loss statements, and cash flow statements.
- Assist with budgeting and forecasting processes.
- Communicate effectively with clients to address any financial queries or concerns.
- Ensure compliance with relevant accounting standards and regulations.

**Requirements:**

- Proven experience in bookkeeping or accounting.
- Proficiency in accounting software such as QuickBooks, Xero, or FreshBooks.
- Strong attention to detail and accuracy.
- Excellent communication and organizational skills.
- Ability to work independently and meet deadlines.

**Position: Real Estate Virtual Assistant****Location: Remote****Description:**

Are you passionate about the real estate industry and providing exceptional support? Join our team as a Real Estate Virtual Assistant and assist our clients in achieving their property goals. As a proactive and detail-oriented individual, you will play a vital role in coordinating transactions, managing listings, and providing administrative support. If you thrive in a fast-paced virtual environment and have a passion for real estate, we want to hear from you!

**Responsibilities:**

- Coordinate real estate transactions, including scheduling appointments, preparing contracts, and organizing inspections.
- Manage property listings and update databases with relevant information.
- Conduct market research and analyze trends to support client needs.
- Assist with client communication and provide excellent customer service.

- Coordinate with other professionals involved in the real estate process, such as lenders, inspectors, and contractors.
- Handle administrative tasks, including email management, calendar coordination, and document preparation.

**Requirements:**

- Previous experience in real estate or related fields preferred.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in real estate software and tools, such as MLS platforms and CRM systems.
- Ability to work independently and prioritize tasks effectively.

**Position: Solar Virtual Assistant**

**Location: Remote**

**Description:**

Are you passionate about renewable energy and making a positive impact on the environment? Join our team as a Solar Virtual Assistant and support our clients in their transition to solar energy solutions. As a dedicated and tech-savvy individual, you will play a crucial role in assisting with solar project management, customer inquiries, and administrative tasks. If you thrive in a virtual environment and want to contribute to the growth of sustainable energy, we want to hear from you!

**Responsibilities:**

- Assist with solar project management tasks, including scheduling installations and coordinating with vendors.
- Respond to customer inquiries and provide information on solar products and services.
- Maintain accurate records of solar projects, including documentation and permits.
- Coordinate with internal teams to ensure seamless communication and project execution.
- Assist with administrative tasks, such as data entry, email management, and invoice processing.
- Stay updated on industry trends and developments in solar technology.

**Requirements:**

- Previous experience in the solar industry or related field preferred.
- Strong attention to detail and organizational skills.
- Excellent communication and customer service abilities.
- Proficiency in Microsoft Office and other relevant software.
- Ability to work independently and prioritize tasks effectively.

**Position: Administrative Virtual Assistant****Location: Remote****Description:**

Are you a master multitasker with exceptional organizational skills? Join our team as an Administrative Virtual Assistant and provide essential support to our clients in managing their day-to-day operations. As a proactive and reliable individual, you will be responsible for handling administrative tasks, coordinating schedules, and facilitating communication. If you thrive in a virtual environment and excel at providing top-notch administrative support, we want to hear from you!

**Responsibilities:**

- Manage calendars, schedule appointments, and coordinate meetings for clients.
- Handle email correspondence and respond to inquiries promptly and professionally.
- Prepare and edit documents, presentations, and reports as needed.
- Organize and maintain files and databases efficiently.
- Assist with travel arrangements and accommodations.
- Provide general administrative support, including data entry, research, and phone support.

**Requirements:**

- Previous experience in administrative support or related field preferred.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to handle confidential information with discretion.

**Position: Virtual Real Estate Team Leader****Location: Remote****Description:**

Virtual Horizon Services is a leading provider of virtual real estate services, offering clients innovative solutions for buying, selling, and managing properties. We specialize in leveraging technology to streamline the real estate process and provide exceptional service to our clients.

As a Virtual Real Estate Team Leader, you will be responsible for leading a team of virtual real estate agents and providing exceptional service to our clients. You will oversee the day-to-day operations of the team, including client communication, transaction management, and team performance.

**Responsibilities:**

- Lead and manage a team of virtual real estate agents, providing guidance, support, and mentorship.
- Develop and implement strategies to meet team goals and objectives.
- Monitor team performance and provide regular feedback and coaching to ensure high-quality service delivery.
- Foster a positive and collaborative team culture that promotes teamwork, accountability, and continuous improvement.
- Handle escalated client issues and ensure timely resolution.
- Collaborate with other departments, such as marketing and technology, to optimize processes and enhance the client experience.
- Stay informed about industry trends, market conditions, and regulatory changes to provide relevant guidance and advice to clients and team members.
- Conduct regular team meetings and training sessions to keep team members informed and motivated.
- Assist with recruiting, hiring, and onboarding new team members as needed.
- Maintain accurate records and reports related to team performance and client interactions.

**Qualifications:**

- Bachelor's degree in business, real estate, or a related field (preferred).
- Active real estate license.
- Minimum of 3-5 years of experience in real estate, with a proven track record of success in sales and client service.
- Strong leadership and management skills, with the ability to inspire and motivate a remote team.
- Excellent communication and interpersonal skills, with the ability to build rapport and establish trust with clients and team members.
- Proficiency in real estate software and technology, including CRM systems and transaction management platforms.
- Ability to work independently and prioritize tasks in a fast-paced, virtual environment.
- Knowledge of real estate laws, regulations, and best practices.
- Strong problem-solving skills and attention to detail.
- Flexibility to adapt to changing priorities and business needs.

## **Position Virtual Customer Service Representative**

**Location: Remote**

### **Description**

As a Virtual Customer Service Representative, you will be the first point of contact for our customers, providing assistance and resolving inquiries via various communication channels. You will play a crucial role in maintaining high levels of customer satisfaction while positively representing our services.

### **Responsibilities:**

- Respond to customer inquiries promptly and professionally via email, chat, or social media platforms.
- Provide accurate information regarding products/services, pricing, and policies.
- Assist customers with placing orders, processing returns, and resolving billing issues.
- Troubleshoot technical issues and escalate complex problems to appropriate departments when necessary.
- Proactively identify opportunities to upsell or cross-sell products/services to customers.
- Maintain detailed records of customer interactions and transactions using our CRM software.
- Collaborate with other team members to continuously improve customer service processes and procedures.
- Stay updated on product/service offerings, promotions, and industry trends to better assist customers.

### **Qualifications:**

- Previous experience in customer service or a related field is preferred.
- Excellent communication skills, both written and verbal.
- Strong problem-solving abilities and attention to detail.
- Ability to work independently and efficiently in a remote setting.
- Proficiency in using digital communication tools and CRM software.
- Flexibility to work varying shifts, including evenings, weekends, and holidays as needed.
- Customer-focused mindset with a dedication to providing exceptional service.
- High school diploma or equivalent; additional education or certification in customer service is a plus.

Join Virtual Horizon Services and become part of a dynamic team dedicated to providing exceptional virtual assistance services to clients worldwide. Apply now and embark on a rewarding career journey with us!