

A stylized illustration of a woman with dark hair, wearing a dark business suit and a red tie, holding a large yellow telescope. The background is dark with faint silhouettes of birds flying.

NOW HIRING

TECHNICAL VA

UMBRELLA DIGITAL MEDIA



Responsible for and able to undertake a variety of digital support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion. Availability from 1st March 2021.

SEND YOUR RESUME TO:

IMOGEN@UMBRELLADIGITALMEDIA.CO.UK

Job role: Technical VA

I am looking to hire a competent and proactive Technical VA to assist two business entities reporting directly to me at Umbrella Digital Media. You will support both businesses in a joint role to provide digital and technical VA assistance with an in-depth knowledge of digital platforms as outlined in the tasks below.

You'll be a hard-working professional, able to undertake a variety of digital support tasks and work diligently under pressure. You will be comfortable working with a high degree of attention to detail and discretion as well as incorporating effective ways to achieve an efficient way of working.

I'm looking for someone who strives to do their very best work every day. A warm, genuine person who is easy to get along with (a sense of humour is always required), good at what they do, is self-motivated, proactive and diligent, as well as being open to acquiring new skills and experiences.

Experience and skills required:

- At least 2 years experience in the role as a Tech VA
- Good organisational skills
- Ability to work independently as part of a remote team
- Flexible and proactive Proactive and self-motivating, a self-starter
- A good communicator who is also able to listen
- Willingness to 'think outside of the box' and come up with ideas

Knowledge of the following systems essential:

- Convertkit and Mailchimp (automation, tags, segmentation knowledge)
- Thinkific
- Missingletr
- Content editing skills essential
- Canva design
- WordPress (content/blog updates)
- Zoom reporting
- Excel, Word, Google Apps and Dropbox

Desired skills, but not essential:

- Knowledge of ClickUp
- Video editing
- Knowledge of MemberVault

Methods of communication will be via:

- Slack (main communication channel a must)
- Email
- Zoom

Tasks:

- Uploading content into the membership portal (Thinkific)
- Populating content into membership portal pages
- Preparing regular Mailchimp broadcasts, promotional emails and automations with knowledge of using tags, segments and segmentation as required
- Upload and publish blogs in WordPress with on-page SEO optimisation
- Preparing broadcasts using Convertkit, using tags/segmentation
- Creating schemes of work for repetitive tasks in ClickUp
- Distributing blog publications using Missinglettr
- Creating Canva artwork using templates provided
- Update existing PDFs and create new versions of existing templates
- Copy editing of content on a variety of publications eg blogs, Thinkific course pages
- Provide Zoom reports for meetings and follow-ups
- Maintain spreadsheet databases as required

Both businesses you will be working with are on a crusade, a mission or a quest to improve someone else's life with the work they do, as well as outside of the work they do. If you have your own mission or quest, in any way big or small, then being part of a team who share a similar outlook will be a good fit for all of us.

Availability required:

Initially, 10 hours per month with a view to more hours should the partnership prove to be successful with availability preferred weekly.

Proposed start date: 1st March 2021

Payscale: between £20 - £30 per hour depending on experience.

Location: must be based in the UK working remotely.

Application:

Please apply in writing to Imogen Allen at imogen@umbrelladigitalmedia.co.uk with details of your background and what skills and experience you can bring to assist the growth of the business.

I look forward to hearing from you.

Thank you.



Imogen Allen

For more information about the companies you will be supporting:

Umbrella Digital Media: <https://www.umbrelladigitalmedia.co.uk>

The Bissett Group: <https://bissettgroup.com/>

Please apply by email only. Only applications received by email will be considered.