



# VIRTUAL ASSISTANT

We are currently seeking a proactive and personable Virtual Assistant to join our dynamic team initially on a contract basis. This role is ideal for someone with a knack for effective communication and a background in sales or marketing, ready to elevate our success by expertly managing appointment schedules and supporting marketing efforts.

## The Company

Worrells is a growing insolvency, turnaround and advisory firm that has carved a successful niche in the SME market through delivering quality service and processes through its unique systems. Worrells is a National firm with over 150 staff across 33 locations throughout Australia.

## The Role

Appointment Scheduling: Act as the first point of contact in managing and scheduling appointments. You will coordinate with various stakeholders to ensure seamless scheduling of meetings, calls, and engagements.

Client Communication: Handle phone and email communications with professionalism and courtesy. Ensure all interactions promote business relationships and mutual satisfaction.

Data Management: Maintain accurate records of all appointments, calls, and interactions in our CRM system.

Feedback Collection: Assist in gathering feedback post-appointment to continually improve the experience.

## Ideal Candidate

Proven Experience: 1-2 years in a similar role with responsibilities for calling, appointment setting, or in a sales/marketing environment.

Strong Communicator: Excellent phone and email communication skills, with an ability to engage effectively.

Tech-Savvy: Comfortable with digital technology, including CRM software and Microsoft Office Suite.

Organised: Exceptional organisational skills with the ability to multitask and prioritise effectively.

Independent: Ability to work independently in a fully remote setting while maintaining high productivity and meeting deadlines.



## **What We Offer**

Flexible Hours: Choose between full-time or part-time arrangements to fit your lifestyle.

Salary: The rate for this position is negotiable and will be based on experience.

Growth Opportunities: As a growing company, we provide ample opportunities for professional development and career advancement.

Supportive Environment: Join a team that values collaboration and support, where your ideas and contributions are valued.

Please submit your application to Toni O'Brien ([toni.obrien@worrells.net.au](mailto:toni.obrien@worrells.net.au)).