

About The HR Whisperer

The HR Whisperer, owned by Edmund Enterprises is a leading **HR Consulting Firm** specializing in connecting top talent with businesses across the United States. We are currently recruiting **Virtual Assistants** to support several of our clients in various industries.

This is a 100% remote, Independent Contractor role, with both full-time and part-time opportunities available. Candidates must be able to work within Eastern, Central, or Pacific Standard Time Zones (U.S.).

Why Join Us?

- **▼ Flexible Schedule** Work from anywhere with a bi-weekly payment structure.
- A fun, energetic and positive environment
- Dynamic and Engaging Work Environment Be part of innovative and creative projects.
- ✓ 100% Remote Work from the comfort of your home.

Position Overview

We are seeking highly motivated and professional Virtual Assistants to support our U.S.-based clients with a variety of administrative, customer service, and creative tasks. The ideal candidate must be fluent in English (C2 or higher), have prior experience working with U.S. clients, and be highly organized and adaptable.

PLEASE, IF YOU DO NOT MEET THESE REQUIREMENTS, DO NOT APPLY AS YOU WILL NOT BE CONSIDERED.

As an **Independent Contractor** representing **The HR Whisperer**, you will play a key role in ensuring the success of the companies you support. This role requires **integrity, commitment to excellence, flexibility, and adaptability** to learn new skills. This is not just merely an administrative role, but you will be required to come up with solutions to help our clients and grow your skills in the process.



Key Responsibilities

Your tasks may vary depending on the client's needs and could include:

Administrative & Communication

- Manage calendars and emails efficiently.
- Conduct outbound calls to clients and partners.
- Provide **exceptional customer service** via phone, email, and chat.
- Schedule consultations between prospective clients and Sales Representatives.
- Maintain detailed call logs, including follow-ups.

Marketing & Content Creation

- Design marketing materials using Canva or similar tools.
- Create and edit video content for social media and promotional purposes.
- Generate engaging content using Al tools.
- Assist in lead generation and outreach campaigns.

HR & Recruitment (if applicable)

- Perform HR administrative tasks.
- Support in recruitment processes and coordination.

Tech & Automation Support

- Assist in setting up software and automation tools.
- Manage and update CRM systems.
- Lead Generation

Requirements (Must-Have)

Proven experience as a Virtual Assistant or in a similar role.



- ✓ Fluent English (C2 proficiency required) Strong verbal and written communication skills. (The interview will be conducted 100% in English.)
- ✓ Must have prior experience working with U.S.-based clients (Candidates without this experience will NOT be considered.)
- **Excellent phone etiquette, interpersonal skills, and attention to detail.**
- Proficiency in email and calendar management.
- Reliable computer/laptop (no older than 5 years).
- Stable and consistent internet connection.

Preferred Skills (Nice to Have)

- ✓ Experience with Canva, graphic design tools, or video editing software.
- √ Familiarity with AI tools for content creation.
- ✓ Previous experience in **customer service or sales**.
- ✓ Prior knowledge of **HR or recruitment processes**.
- ✓ Experience working with **CRM systems**.

Equal Opportunity Employer

Edmund Enterprises LLC is an **equal opportunity employer** and does not discriminate based on race, color, religion, gender, national origin, political affiliation, sexual orientation, marital status, or disability.

Compensation

\$ Starting rate: \$5 per hour, based on experience and skill set.

How to Apply?



If you meet the **minimum qualifications** and are excited to work in a **dynamic, remote environment,** we encourage you to apply!