

Go as far as you can see...



When you get there you can see farther.

Virtual Assistant Scope of Work

Independent Contractor (Written Agreement Required)

Jimvisions, Inc. (The Jimvisions Corporation) is a for-profit business coaching/consulting organization that specializes in launching enterprises from its website: jimvisions.com.

Our unique, comprehensive launch system features a 3-phase process: Pre-launch, Launch, and Post Launch. Clients pay as they go. We target self-employed, freelancers, small business owners and unhappy employees seeking to transform their big idea into an enterprise.

Website visitors are converted into leads using a 4-step onboarding process. 1. Explore The Process, 2. Build Your Launch Team, 3. Choose Your Lane, 4. Submit Your Pre-Launch Workshops Calendar.

Onboarding

Our onboarding process requires each applicant to complete a 4-part onboarding process using our website for information.

1. Client Onboarding
2. Client Pre-Launch
3. Client Launch
4. Client Post-Launch

VA must deliver an email certifying that she/he has the skills, knowledge, software, and computer equipment to administer these campaigns.

Scope of Responsibility

VA serves a "Campaign Administrator" for pre-launch campaigns and launch campaigns by assignment to a particular client or group of clients, and a particular campaign of each client assigned. VA is responsible for timely progress toward completion of each campaign assigned, and for the successful completion of each campaign assigned. Tasks required may vary from client to client and campaign to campaign.

Compensation

VA is paid at a rate of \$35 per hour per hours allocated to VA in the client assignment.

Campaign Status Reports

A campaign status report is required on each Friday by 5 pm CST for each campaign assigned.

Invoicing and Payment

VA must submit a satisfactory invoice with each status report for hours completed that week. Payment by bank credit will be made on the next Wednesday.