



**We're Hiring:
Virtual Assistant**



FAISAL KHAN

Virtual Assistant Required

Faisal Khan & Company is an independent banking & payments consulting firm. I work with established & startups in the fintech/financial-services space worldover.

You can learn more about myself at: <https://FaisalKhan.com>

As my workload has increased I am looking for a dedicated virtual assistant who is able to provide the following services (see below) in a timely and reliable manner.

Here is the gist of what I would like done for the other assignments that I have. This is possibly a 5-6 month assignment (if not longer). I am looking for someone uber-bright to handle this.

Pre-requisites:

- Preferably a Mac user.
- Knows how to use Dropbox, specially folder sharing and link sharing. Must have a dropbox account.
- **MUST** know how to use Evernote. I will upgrade their Evernote to a *Premium Edition* because the functionality I want, only exists in Premium edition.
- Must know how to use Quip - We use Quip a lot.
- Must have a decent internet connection (with backup)
- Laptop/UPS, etc. I am on a schedule, so unforeseen circumstances being the exception, I need them to be delivered on time. I cannot stress my schedule and deliverable are strict/tight.
- Basic SEO skills would be an added advantage.
- Must know how to use the following additional tools/apps
 - WordPress
 - Google Docs
 - Quip
 - Buffer
 - Trello
 - Tweetdeck
 - MailChimp
 - Quora
 - Twitter
 - Google+
 - Facebook Pages
 - LinkedIN Pages
 - Basic Photoshop or related program
- For Communications we use Skype (a lot!)
 - So make sure you have a decent headphones/mic

Work/Tasks:

Quora (200 Minutes)

Log into Quora everyday. You will be provided a fixed number of Answers (as submitted by me on Quora).

1. All these answers as is, must be saved in Evernote (Quora Notebook)
2. You will tag each answer from the list of tags provided for
3. You will add time tags “Outdated Answer” “Still Valid” “Needs Update” “Not Applicable” etc. tags to the answer.
4. You will append the Question as well
5. You will append the URL as well
6. You will append the date/time the answer was submitted.
7. Add any additional comments (if necessary)

Approximately 30 -to- 40 or so of these Answers have to be saved in Evernote everyday, as per the instructions provided.

Surf 5-7 Different Websites (45 minutes)

You will go to specific websites (a list will be provided for) and on each website, search 7-8 different keywords to see if a new news/article has been written.

If it has been written, you will create a Google Documents Doc and add these article information in the following format:

Name of Website
Title of Article
URL of Article
Tags/Keywords

Type: Article / News / Blog / Data / Report?

You will then take this list and place it - update it in 5 different places:

1. Flipboard Magazine
2. Curated Newsfeed on a specific blog
3. Quora Blog
4. Reddit
5. Queue up Buffer for Social Media (FB, Twitter, Google+, LinkedIn)

Calendar Updates (30 minutes)

Queue the calendar updates for the next 14 days. This would **not** include any client meetings. You will need to check **Google Keep** to see what needs to be scheduled when. Scheduling would only apply to tasks and/or client related updates/posts, etc.

You are to update the major spreadsheet (which is also a Google Document) with the posting counts.

LinkedIn Connection Updates (45 minutes)

Schedule interaction with at least 10 people on LinkedIn who are in my list and communicate with them. Will provide you ways and means on how to communicate with them on a cold-level and to keep track of conversation.

Document date/time of interaction in master spreadsheet.

Social Media Updates (Biweekly - 2.0 Hours assigned to it)

- Check schedules of all that is in buffer, making sure it meets the minimum requirement.
- Schedule Around The Coin (Podcast) tweets and other Pages Tweets in social media calendar to timely tweet throughout the week.
- Schedule appropriate Quora answers to be tweeted throughout the week.
- Schedule Jobs posting on Twitter to be tweeted throughout the week.

Landing Pages (30 minutes)

Make sure 1-2 landing pages go live each day. Will be providing you material, you will be working with Fiverr resources who will provide landing pages text, etc.

Use predefined templates to put the landing pages up with the appropriate **Call to Action**. Get it approved by me and then the landing page goes live.

Landing Pages Association (30 minutes)

Link Landing Pages from Answers on Quora or other publications (I have various other Blog & Publishing mediums where I write), targeting the keywords.

Commenting on list of known websites/blogs (30 minutes)

Comment on blogs and other related websites (of which a list would be maintained), 4-5 interactions comments will be done by CEO, all you have to do is to find related articles and highlight them. This will increase our interaction with other blogs/forums/websites.

Blog Internal Linking (30 minutes)

Link keywords to tags and other categories using the keywords of choice. Link up to 7 articles per 30 minutes and each article itself will have between 2 (minimum) and 3 (maximum) links.

Work Hours

Our working hours are Continental European Time (i.e. GMT+2 - Paris Time).

How To Apply: Simply email us your CV/Resume at virtualassistant@faisalkhan.com