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Upwork Vacancies 2025/2026 Apply Online

Description

We are currently seeking a dedicated and detail-oriented Virtual Assistant to join our team through Upwork. As a Virtual Assistant, you will play a crucial role in supporting our daily operations and enhancing overall efficiency. This is a remote position, and the successful candidate will have excellent organizational and communication skills, the ability to handle multiple tasks simultaneously, and a proactive approach to problem-solving.

Responsibilities

- Manage and organize emails, calendars, and appointments.
- Conduct research on various topics and compile data as needed.
- Assist in preparing reports, presentations, and documentation.
- Handle basic bookkeeping and invoicing tasks.
- Communicate effectively with team members and external stakeholders.
- Perform administrative tasks, including data entry and file management.
- Coordinate and schedule meetings, conferences, and travel arrangements.
- Provide exceptional customer service and address inquiries in a timely manner.
- Assist in social media management and content creation.
- Any other tasks as assigned to support the smooth operation of the business.

Qualifications

- Proven experience as a Virtual Assistant or in a similar role.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in MS Office and G Suite.
- Basic knowledge of bookkeeping principles.
- Ability to work independently and take initiative.
- Familiarity with project management tools is a plus.
- High-speed internet connection and a dedicated workspace.
- Upwork profile with a positive track record.

Job Benefits

- Flexible working hours.
- Remote work opportunity.
- Competitive compensation.
- Professional development opportunities.
- Collaborative and dynamic work environment.

Contacts

Interested candidates are invited to apply through the Upwork platform. Please submit your Upwork profile link, along with a detailed resume and a cover letter outlining your relevant experience and skills. Shortlisted candidates will be contacted for a virtual interview.

Hiring organization

Upwork

Employment Type

Full-time

Industry

Software Development

Job Location

8 Lugard Ave, Ikoyi, Lagos 106104, Lagos, Nigeria, 106104, Ikoyi, LAGOS, Nigeria

Working Hours

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Date posted

February 2, 2026

Valid through

10.12.2026

[Apply to Upwork Jobs](#)

Note: Applications submitted through methods other than Upwork will not be considered.

We look forward to welcoming a talented Virtual Assistant to our team and fostering a productive and rewarding working relationship.