



JOB VACANCY

Virtual Assistant / Digital Support Assistant

Organization	Edwine Visions
Location	Remote
Job Type	Part-time / Flexible
Application Method	Send CV and short cover letter by email
Email	nabahirwaedwine3@gmail.com
Deadline	Applications will be reviewed on a rolling basis until the position is filled

About Edwine Visions

Edwine Visions is a growing digital platform focused on technology, innovation, online visibility, opportunities, and practical digital support. As the platform continues to grow, we are looking for a smart, reliable, and proactive person to support selected online and administrative tasks.

Position Overview

We are hiring a Virtual Assistant / Digital Support Assistant to help with website updates, content support, opportunity postings, simple online research, and general digital administrative tasks. This role is ideal for someone who is organized, responsive, creative, and comfortable working online.

Key Responsibilities

- Updating selected content on the website
- Posting jobs, opportunities, or announcements when required
- Assisting with basic WordPress-related tasks
- Helping organize digital content and information
- Supporting social media or online communication tasks
- Conducting simple online research when needed
- Assisting with basic administrative and coordination tasks

Requirements

- Good written English and communication skills
- Basic computer and internet skills
- Ability to work independently and meet deadlines
- Good organization and attention to detail
- Willingness to learn and follow instructions
- Basic familiarity with WordPress, content posting, or digital tools is an added advantage
- Holding at least a Bachelor's degree in IT or a related course is a plus

How to Apply

- Send your CV / Resume
- Include a short cover letter or introduction about yourself
- Share any relevant experience or skills
- Add links to previous work, portfolio, or social media pages if available
- Email your application to: nabahirwaedwine3@gmail.com
- Use the subject line: Application – Virtual Assistant / Digital Support Assistant

Note

Applications are welcome until the position is filled. Only shortlisted candidates will be contacted.