

Virtual Assistant / Executive Assistant Role

This document outlines the professional responsibilities and conduct expectations for a Virtual Assistant or Executive Assistant engaged through Aron Helps Ltd, focused on providing efficient administrative, operational, and executive support while maintaining professionalism, confidentiality, and organizational excellence within a business environment.

Employment Duration: As agreed with your employer

Core Duties and Responsibilities

The Virtual Assistant / Executive Assistant is responsible for supporting daily business operations, executive schedules, and administrative functions to ensure smooth workflow and productivity. This includes managing calendars, scheduling meetings, coordinating appointments, handling emails, responding to inquiries, and organizing important documents and records.

The assistant may also be responsible for preparing reports, presentations, meeting notes, and follow-up communications, while ensuring deadlines and priorities are properly managed. Tasks may include coordinating with clients, vendors, staff members, and external partners on behalf of the company or executive.

The role requires maintaining organized digital systems, tracking ongoing projects, monitoring tasks, and assisting with operational planning and execution. The assistant may also support social media coordination, customer communication, travel arrangements, research tasks, recruitment coordination, and other administrative assignments as required.

Professionalism, discretion, responsiveness, and attention to detail are key expectations in ensuring reliable executive and operational support.

The assistant is expected to maintain confidentiality regarding company information, internal operations, client data, and executive communications at all times. Flexibility and adaptability are important, as the role may involve handling urgent requests, changing priorities, or supporting multiple projects simultaneously.

Professional Skills and Qualifications

Candidates should demonstrate strong organizational and administrative skills, excellent attention to detail, and the ability to multitask effectively in a fast-paced environment. Proficiency in digital tools such as email platforms, spreadsheets, calendars, document management systems, and communication software is highly preferred.



The ability to work independently, solve problems proactively, manage time efficiently, and maintain professionalism under pressure is essential. Prior experience as a Virtual Assistant, Executive Assistant, Administrative Assistant, or Operations Coordinator is highly preferred.

Candidates should also possess strong analytical thinking, discretion, reliability, and a high level of accountability in handling sensitive business matters.

Communication Skills

Excellent written and verbal communication skills are essential for this role. The assistant must be able to communicate professionally and clearly with executives, clients, team members, and external stakeholders while maintaining proper etiquette, responsiveness, and confidentiality. The ability to provide timely updates, follow instructions accurately, and manage professional correspondence effectively is highly important.

Confidentiality and Data Protection

The Virtual Assistant / Executive Assistant is required to maintain the highest level of confidentiality, discretion, and professional integrity at all times. Due to the sensitive nature of the role, the assistant may have access to confidential company information, executive communications, financial records, operational strategies, customer databases, passwords, internal documents, and client-related information. Under no circumstances should any confidential information be disclosed, shared, copied, discussed, stored externally, or used for personal benefit without direct authorization from management.

All customer and company data must be handled securely and strictly for authorized business purposes only. Unauthorized sharing of client information, screenshots, recordings, conversations, files, credentials, or internal operations with third parties, friends, family members, competitors, or on social media platforms is strictly prohibited and may result in immediate termination of engagement and possible legal action where applicable.

The assistant is also expected to follow proper digital security practices, including safeguarding login credentials, maintaining secure access to company platforms, and protecting sensitive information from unauthorized access, misuse, or exposure. Professional discretion and trustworthiness are considered critical requirements for continued engagement in this role.

Disciplinary Measures

- Unauthorised absences may result in salary deductions
- Repeated rule violations constitute grounds for service termination
- Criminal intentions will result in immediate disassociation from Aron Helps
- Theft and missing work may be deducted from your salary according to the employer's instructions.
- Repeated violations of the listed rules are a cause for termination of services with Aron Helps.

Notice Periods:

- The Nigerian Labour Act stipulates minimum notice periods for termination of employment, which apply to domestic workers nationwide as well as Aron Helps Ltd or Aron Helps Domestic Services.
- The required notice for this contract of work contain within this code of conduct is 2 weeks for up to 3 months, one month for up to two years, two months for up to 3 years and more.
- A worker can resign (terminate the employment agreement themselves) after giving the appropriate notice by following the strict guideline above called Notice Periods.

Potential Liabilities:

If an employee leaves without giving proper notice, they may be liable for breach of contract. The employer could potentially seek compensation for any losses incurred due to the lack of notice.

Rumours and unrelated work issues

It is possible that your new employer has nosy or jealous neighbours who may say untrue things to you to poison your mind or discourage you from your work. It is important that you bring such concerns or information to the agency and your employer promptly for investigation and resolution. Loyalty is key!

Contractual Relationship Clause

The Service Provider acknowledges that this agreement establishes an independent service arrangement with Aron Helps acting solely as a platform connecting service providers with service recipients. This is not an employment contract, and Aron Helps does not assume employer responsibilities.

Accept Terms of Work with Your Signature

By signing below, you confirm your understanding and unconditional acceptance of the terms outlined herein.

ACCEPT TERMS OF WORK WITH YOUR FULL NAME SIGNATURE,
AND DATE.

FULL NAME AND SIGNATURE

DATE