

Phone :
Web :

Job Summary

Vacancy :
Deadline : Jun 21, 2024
Published : May 21, 2024
Employment Status : Remote
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

We are looking for a Virtual Assistant who will be responsible for administrative support to our team while working remotely. You will handle administrative projects and deliver high-quality work under minimum supervision. You are required to have experience of fulfilling various administrative tasks including answering emails, scheduling meetings and making travel arrangements. A strong Internet connection is required along with experience using communication tools like Skype or Zoom.
Pay: \$18.00 - \$23.00 per hour.

Virtual Assistant Responsibilities Are

- Organize communication via emails and phone calls
- Provide customer service as first point of contact
- Organize meetings, travels and accommodations
- Manage contact lists and organize managers' calendars
- Create and review customer spreadsheets and keep online records
- Conduct market research and report on the results
- Prepare presentations
- Help employees with their administrative queries

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
