We are looking for a Virtual Assistant to provide administrative support to our team while working remotely.

As a Virtual Assistant, you will perform various administrative tasks, including answering emails, scheduling meetings and making travel arrangements. For this role, a strong Internet connection is required, along with experience using communication tools

Requirements and skills

Proven experience as a Virtual Assistant or relevant role

Familiarity with current technologies, like desktop sharing, cloud services and VoIP

Experience with word-processing software and spreadsheets (e.g. MS Office)

Knowledge of online calendars and scheduling (e.g. Google Calendar)

Excellent phone, email and instant messaging communication skills

Excellent time management skills

Solid organizational skills

High school diploma additional qualifications as an <a href="https://resources.workable.com/administrator-job-description" rel="noopener" target="\_blank">Administrator</a> or Executive Assistant are a plus