

Virtual Assistant

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Company: SnaPhunt

Location: Venezuela

Category: other-general

The Offer

Opening within a company with a solid track record of success

Opportunities for career growth & development

A role that offers a breadth of learning opportunities

The Job

You will be responsible for :

Receiving and screening incoming calls and emails and determining priorities.

Performing project-based work as assigned.

Working closely with Team Executives as well as other support functions to provide proactive and effective general administrative assistance across a diverse range of tasks.

Scheduling and coordinating meetings.

Making travel arrangements and preparing expense reports.

Providing other organisational support such as ordering supplies and equipment.

Documenting all financial transactions and monitoring company accounts.

Managing account receivables and payables, posting financial transactions to the accounting system and making bank deposits.

Administering leave records, medical and insurance claims.

Managing contract negotiations and ensuring fulfillment of terms of vendor agreements and contracts.

Liaising with third-party suppliers and/or vendors.

Liaising with building management on any facilities related issues.

Managing and maintaining executives' schedules and appointments.

Arranging and coordinating meetings and events.

The Profile

You have at least 1 year experience within a Admin Assistant or Executive Assistant / Virtual Assistant role, ideally within the Internet and IT industry.

You are organised and have good interpersonal skills.

You ideally have prior accounting experience.

You can work with minimal supervision and multi-task effectively.

You have good computer skills (MS Word, Excel, Powerpoint).

You are a strong networker & relationship builder

You pay strong attention to detail and deliver work that is of a high standard

You possess strong analytical skills and are comfortable dealing with numerical data

The Employer

Our client is a dynamic company that offers a wide range of digital services to clients all over the world.

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