



Ваш надежный помощник

Virtual Assistant

📍 Киев,

Компания: Afflight LLC

Рубрики: [Офисный персонал](#), [Людям с ограниченными возможностями](#)

Пожелания к сотруднику

Образование: не имеет значения

Опыт работы: от года

График работы: удаленная работа

Описание вакансии

Fast-growing Silicon Valley company is looking for a Virtual Assistant to join the team. Our company has 6 offices across 3 different continents, but the majority of our team works remotely. We are offering a full-time remote job with no daily commute. Your schedule is flexible ' only you control your hours. As a Management Assistant, you will develop and maintain various specifications and conduct related research. If you're highly motivated, versatile, smart, persistent, and a great teammate, we want to hear from you!

You will:

1. Provide high-level administrative support to the CEO
2. Handle and solve all of the CEO's daily business and personal issues
3. Manage calendar planning and email inbox sorting
4. Coordinate daily task flow
5. Do research in data management, program development, and resource allocation
6. Organize and maintain personal and business-related documentation and files
7. Keep records and accounts
8. Communicate with team members
9. Handle essential web research and carry out background research
10. Provide regular milestone reporting
11. Handle sensitive documents confidentially
12. Make travel arrangements ' researching and booking accommodations, flights, and travel itineraries

We are looking for someone with:

1. Proficiency in spoken and written English
2. Excellent communication skills
3. A responsible working style and outstanding organizational and problem-solving skills
4. The ability to focus on details and plan
5. The ability to see the big picture
6. The ability to interact clearly via phone and email

Nice to have:

1. Experience in managing/leading projects, teams, people
2. Demonstrated analytical and critical-thinking skills
3. University degree in Management and Administration
4. The ability to absorb, synthesize, categorize, and delegate information
5. Prior experience at a growth stage Internet/software company

- Apply Nowwith our quick 3 minute Application!
- * Fields Are RequiredWhat is your full name?First NameHow can we contact you?EmailPhone NumberNumber Type Home Cell Work What is your preferred method of communication? Email Text Message Please indicate if you agree to ApplicantPro's Applicant Communication Policy. Yes, I agree to be contacted by text messages No, I do not agree to receive text messages I agree to ApplicantPro's Applicant Information Use Policy.*Apply for this PositionApply for this Position
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- - Development Positions

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Контактная информация

Контактное лицо: AnnaG