



Remote Personal Assistant (bilingual Spanish-English language), 27200 грн.

📍 Київ,

Компанія: Front Desk Helpers

Рубрики: [HR, управління персоналом](#), [Офісний персонал](#), [Наука, освіта, переклади](#)

Побажання до співробітника

Освіта: повна вища
Досвід роботи: бажано
Графік роботи: віддалена робота

Опис вакансії

Hello, dear future employee!) If you are a confident, fast-learning, and dedicated person, who is looking for the perfect team to join — you are in the right place!

We are a company based in the USA. Looking for a candidate for a coordinator in an American home care agency. Our clients — are seniors who are in need of assistance from health aides, we organize home care services for them.

Our requirements:

- English (Intermediate-Advanced) // Spanish (Intermediate-Advanced) // Russian (Native-Fluent)
- Excellent computer skills
- Professional Etiquette
- Ability to multitask and prioritize
- Ability to work in a team
- Experience in the customer support field
- Stress resistance

Schedule:

Mon-Fri 09.00 am — 5.00 pm New York time (**16:00 — 00:00 Kyiv time zone**). During summer overtime is possible which is paid x1.5 of the hourly rate.

What do we offer:

- We provide 2–3 weeks of training for new employees, which is paid 4\$/hour during training and the usual rate is 6\$ per hour. This gives us around 1000\$ per month + overtime. We do reevaluate the rate based on employees' work results to increase the salary.
- Overtime is paid 1.5 times the usual hourly rate.
- Work in an experienced team, under the supervision of a manager.
- Ability to work remotely in the afternoon hours.
- Paid vacation after one year of employment.
- Bonus system as the way for employees to express appreciation to each other.
- We provide our employees with IP phones, as the instrument to connect to USA customers as well as all the necessary software (CRM, virtual fax machine, SMS service, VPN).
- Open-minded management, who are easy to contact.

Responsibilities:

- Control nannies on their visits to patients in CRM system
- Talk to patients & assist in resolving any questions they have
- Call hospitals & insurance plans in case
- Look for a replacement of a nanny in case of need
- Prepare reports and communication notes about any changes in the patient's schedule or health conditions.

Please send us your CV to career@frontdeskhelpers.com

Looking forward to hearing from you! Thank you!

Контактна інформація

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Сайт: <http://frontdeskhelpers.com>