Ваш надійний помічник

Virtual Assistant, Appointment Setter for a Flooring Company in Canada

Київ, 10 листопада

Компанія: Stampede Flooring (https://jobs.ua/company/id/1643269) (Всі вакансії)

Рубрики: Офісний персонал, Робота за кордоном

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	не вимагається

Опис вакансії

A flooring business located in Canada is looking a skilled Virtual Assistant / Appointment Setter for a fully remote position.

Work schedule: standard, 8 hours a day, 5 days a week, MST Business Time (9am-5pm). This is 6pm-2am Kyiv Time

We will provide training and explain business process, but you must have good skills with computer and AI, and must be OK with speaking English.

Skills needed:

- Good Spoken and Written English

- Familiarity with construction industry, ideally flooring

- Familiarity with CRM and ERP, bills of quantities, estimates, takeoffs

- Basic familiarity with construction drawings

- Meticulous task management in fast-paced environment

- Experience with task management tools, Google Suite, office software

Your duties:

- MUST be online and available for work during MST Business Time (9am-5pm). This is 6pm-2am Kyiv Time

- Must have a VoIP software with Alberta, Canada phone number to receive/send calls and sms

- Process and schedule incoming bookings

- Process on-site measurements from the estimator and prepare customer proposals in ERP

- Prepare and send takeoffs and invoices

- Reach out to suppliers for quotes and procurements

- Follow up with customers by phone and email

Please send your CV to manager manager@stampedeflooring.ca

Контактна інформація

Контактна особа:	AlexAlex