

Colombia Jobs Expertini®

(LatAm) (CG) (CR) Virtual Assistant - 17148466465

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Company: Support Shepherd

Location: Bogotá

Category: other-general

Only CV's in English will be considered. Exclusive for LATAM candidates Support Shepherd, is a headhunter agency hiring talented people across Latam for international clients!

Position: (LatAm) Virtual Assistant - Working Hours: M-F 8am - 5pm EST - Holidays: TBD - Salary

Range: 1000-1500K USD. - Type of contract: Independent contractor - Payment

Frequency: TBD About the Company: The company is likely seeking a Virtual Assistant who excels in document preparation, data entry, file management, and customer service.

The ideal candidate should possess strong organizational skills to create, format, and edit documents, presentations, and spreadsheets efficiently. They should also demonstrate

accuracy and attention to detail in data entry tasks, ensuring information is inputted correctly into databases or software. Proficiency in organizing digital files and implementing efficient

filing systems is essential for effective file management. Additionally, excellent

communication skills are necessary for handling customer inquiries, complaints, and

feedback professionally via email, chat, or phone Scope of the Role The company is likely seeking a Virtual Assistant who excels in document preparation, data entry, file management,

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is inputted correctly into databases or software. Proficiency in organizing digital files and

implementing efficient filing systems is essential for effective file management. Additionally,

excellent communication skills are necessary for handling customer inquiries, complaints, and

feedback professionally via email, chat, or phone Responsibilities - Content Creation: Writing

articles, blog posts, newsletters, and social media content. - Graphic Design: Creating basic graphics, banners, and images for web and social media use. - Video Editing: Basic editing of video content for social media, webinars, or presentations. - Website Management: Updating website content and managing blog posts. - Social Media Management: Scheduling posts, engaging with followers, and monitoring social media channels. - Analytics Monitoring: Tracking website, social media, and ad campaign analytics, providing reports. - Financial Tasks: - Invoice Management: Creating, sending, and following up on invoices. - Expense Tracking: Monitoring expenditures, categorizing expenses, and preparing expense reports. - Bookkeeping: Basic bookkeeping tasks, such as reconciling bank statements and managing accounts payable/receivable. Requirements - Proficient English Communication: Demonstrated ability to effectively communicate verbally and in writing, with strong reading comprehension skills. - Remote Work Experience: Minimum of 5 years of experience working remotely as a Virtual Assistant, showing adaptability and productivity in remote environments. - Tech Proficiency: Mastery of tools like Google Workspace, Slack, Email, and ChatGPT, facilitating seamless communication and task management. - Organizational Skills: Strong organizational abilities enabling efficient management of multiple tasks concurrently. - Attention to Detail and Deadline Adherence: Excellent attention to detail coupled with a proven track record of meeting deadlines consistently, even when working with minimal supervision.

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