

Executive Assistant to the CEO

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Company: Snaphunt

Location: Colombia

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

U.S.A Company - Great Pay (Weekly)

The Job

Your responsibilities will include:

Task Management:

Utilize task management tools such as ClickUp to organize and prioritize the CEO's tasks.

Explore and recommend alternative systems if ClickUp is not the most suitable option.

Receiving and screening incoming calls and emails and determining priorities.

Performing project-based work as assigned.

Managing and maintaining executives' schedules and appointments.

Calendar Management:

Efficiently manage the CEO's calendar, scheduling appointments, meetings, and events.

Prevent double bookings and conflicts, ensuring the CEO's schedule is optimized for productivity.

Proactive Support:

Be proactive in anticipating the CEO's needs and requirements.

Remind and prompt the CEO to stay on track with appointments and deadlines.

Research and Information Gathering:

Conduct basic research on various topics as requested by the CEO.

Gather relevant information to assist in decision-making processes.

Communication and Recommendations:

Communicate effectively with the CEO, providing updates and recommendations as needed.

Demonstrate a good command of the English language in all written and verbal communication.

Hours: 9-5 EST

Note: This role presents an exciting opportunity to work closely with the CEO of a dynamic and growing company. If you are a proactive and detail-oriented individual with a passion for supporting senior executives, we encourage you to apply.

The Profile

Qualifications:

Previous experience as an executive assistant or virtual assistant preferred.

Strong organizational and time management skills.

Proactive mindset with the ability to think critically and independently.

Familiarity with task management tools like ClickUp is helpful.

Excellent communication skills, both written and verbal.

Ability to make recommendations and suggestions to improve efficiency and productivity.

The Employer

Our client is a reputable mortgage funding firm based in Seattle, Washington, where dedicated to delivering exceptional service to our clients nationwide.

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