

Personalized Internet Ads Assessor (Spanish Speaker)

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Company: Snaphunt

Location: Colombia

Category: business-and-financial-operations

The Offer

Opening within a company with a solid track record of success

Flexible working options

Opportunity to make a positive impact

The Job

You will be responsible for :

Working closely with Team Executives as well as other support functions to provide proactive and effective general administrative assistance across a diverse range of tasks.

Scheduling and coordinating meetings.

Making travel arrangements and preparing expense reports.

Providing other organisational support such as ordering supplies and equipment.

Handling data entry tasks and collating and updating information in to the system.

Assisting in filing and scanning of documents.

Providing ad hoc administrative support to the team as required.

The Profile

You must be living in Colombia for the last 3 consecutive years

You must have familiarity with current and historical business, media, sport, news, social media and cultural affairs in Colombia

Full professional proficiency in English and Spanish Language to be able to effectively liaise with stakeholders in the region.

Access to and use of a broadband internet connection and associated computer and software to perform the work, all provided at your own expense

Experience in use of web browsers to navigate and interact with a variety of content

Access to and use of an Android (version 4.1 or higher) or IOS Smartphone (version 8 or higher) to complete tasks

A Barcode Scanner application must be installed on your smartphone to complete certain tasks

Active daily user of Gmail and other forms of Social Media

The Employer

Our client is a leading digital customer experience (CX) innovator that designs, builds and delivers next-gen digital solutions for global and disruptive brands.

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