

# Colombia Jobs Expertini®

## Personalized Internet 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

Proficiency in both written and verbal English & Spanish to be able to effectively liaise with stakeholders in the region.

Residency in Colombia for the past 5 consecutive years

Ownership and regular use of a smartphone (Android V4.2 or higher or iPhone running iOS version 14.0 or higher) and a desktop/laptop with internet connection at your expense.

Gmail as your primary email account

Familiarity with current and historical business, media, sport, news, social media and cultural affairs in your country of residency.

Experience in navigating web browsers and smartphone apps for content interaction.

Understanding of various social media environments, including memes, virality, and trends

## 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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