

Colombia Jobs Expertini®

Personalized Internet Assessor (Spanish Speaker)

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Company: Telus International

Location: Colombia

Category: business-and-financial-operations

Why US

We help companies test and improve machine learning models via our global AI Community of 1 million+ annotators and linguists. Our proprietary AI training platform handles all data types (text, images, audio, video and geo) across 500+ languages and dialects. Our AI Data Solutions vastly enhance AI systems across a range of applications from advanced smart products, to better search results, to expanded speech recognition, to more human-like bot interactions and so much more.

The Role

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.

Ideal Profile

Proficiency in both written and verbal English & Spanish

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

What's on Offer?

Opening within a company with a solid track record of success

Flexible working options

Opportunity to make a positive impact

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