

# Colombia Jobs Expertini®

## Virtual Assistant

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Company: Liss Solutions

Location: Colombia

Category: other-general

Liss Solutions is a dynamic company that offers a wide range of digital services to clients all over the world. Our team of skilled professionals is dedicated to providing top-quality services in web design and development, software design and development, social media management, graphic design, virtual assistance, and data entry. We pride ourselves on our ability to work collaboratively with our clients to create custom solutions that meet their specific needs and exceed their expectations. With years of experience in the industry, we have the knowledge and expertise to help our clients achieve their goals and grow their businesses. At Liss Solutions, we are committed to delivering outstanding results and building long-lasting relationships with our clients. Contact us today to learn more about how we can help you achieve your digital goals.

### The Role

#### You will be responsible for :

Receiving and screening incoming calls and emails and determining priorities.

Performing project-based work as assigned.

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.

Documenting all financial transactions and monitoring company accounts.

Managing account receivables and payables, posting financial transactions to the accounting system and making bank deposits.

Administering leave records, medical and insurance claims.

Managing contract negotiations and ensuring fulfillment of terms of vendor agreements and contracts.

Liaising with third-party suppliers and/or vendors.

Liaising with building management on any facilities related issues.

Managing and maintaining executives' schedules and appointments.

Arranging and coordinating meetings and events.

### **Ideal Profile**

You have at least 1 year experience within a Admin Assistant or Executive Assistant / Virtual Assistant role, ideally within the Internet and IT industry.

You are organised and have good interpersonal skills.

You ideally have prior accounting experience.

You can work with minimal supervision and multi-task effectively.

You have good computer skills ( MS Word, Excel, Powerpoint).

You are a strong networker & relationship builder

You pay strong attention to detail and deliver work that is of a high standard

You possess strong analytical skills and are comfortable dealing with numerical data

### **What's on 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

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