

# Colombia Jobs Expertini®

## Virtual Assistant

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Company: Snaphunt

Location: Colombia

Category: other-general

### The Offer

Great work culture

Role involving team management opportunities

Flexible working options

### The Job

#### Your responsibilities will include:

This person will need to manage, post, and respond to many community members on Facebook, Pinterest, and WordPress.

They will monitor and manage email campaigns sent daily to our subscribers.

Not required, but an ideal candidate would be able to record videos with promotions on YouTube and launch our channel. If we meet someone who has native English speaking abilities, we would be more inclined to hire you. Let us know if that might be you!

### The Profile

You have at least 1 year experience within a Executive Assistant / Virtual Assistant role, ideally within the Media & Entertainment and Internet industry.

You are highly goal driven and work well in fast paced environments

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

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

### The Employer

Our client runs a website/business that posts free offers and coupons for stores daily.

They drive traffic to their websites across the world (US, UK, Canada) and affiliate offers.

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