

## **VIRTUAL ASSISTANT**

We are looking for a responsible and resourceful Virtual Assistant to join our team and partake in a variety of projects that will allow them to gain valuable insight and experience in the field of international business and information technology.

### Requirements:

- Must have an advanced level of English, both oral and written fluency.
- Must have a personal computer/laptop and reliable internet connection.
- Must have knowledge of Google products (Google Docs, Sheets, Slides, etc.).
- Must have a basic understanding of how Zoom works.

### Skills:

- Excellent multitasking and organizational skills.
- Effective analytical and problem-solving skills.
- Ability to manage time effectively.
- Adaptability and flexibility.
- Willingness to learn.

The duties for the Virtual Assistant include, but are not limited to, the following:

- Understand the concept of the company, brand, customers, and product goals.
- Prepare and organize reports.
- Prepare communications, such as emails or other correspondence.
- Organize documentation, manage filing systems, and update records.
- Do research on different topics.
- Rotate through our division of responsibilities.
- Perform various tasks to support the project.

### Other Details:

- Remote work.
- Part-time and Full-time possibilities.
- Flexible schedules with three-day weekends.

If you are interested in applying for this position, please go to: <https://www.annexbox.com/join>