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Google Careers Jobs – Free Job Alert – Virtual Assistant Posts

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 23 - USD 30

Qualifications

10th/12th and Graduate

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Employment Type

Full-time, Part-time

Description

Job Title: Virtual Assistant

Job Summary:

We are seeking a highly skilled and organized Virtual Assistant to join our team. As a Virtual Assistant, you will provide administrative support to our executives and teams, ensuring seamless day-to-day operations. This is a remote, full-time position that requires excellent communication, technical, and problem-solving skills.

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Key Responsibilities:

Administrative Support

- Provide administrative support to executives and teams, including email management, calendar organization, and data entry.
- Coordinate travel arrangements, meetings, and events, ensuring timely and efficient execution.
- Prepare and distribute meeting materials, reports, and presentations as needed.

Communication and Collaboration

Hiring organization

Google

Date posted

September 17, 2024

Valid through

31.12.2024

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- Serve as a liaison between teams, departments, and external partners, ensuring effective communication and collaboration.
- Respond to emails, phone calls, and messages in a timely and professional manner.
- Facilitate information sharing and knowledge management across teams.

Technical Support

- Troubleshoot technical issues with software, hardware, and other tools, escalating to IT support as needed.
- Maintain and update digital files, databases, and other systems to ensure data accuracy and integrity.
- Develop and implement process improvements to increase efficiency and productivity.

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Project Management

- Assist in project planning, coordination, and execution, ensuring timely completion and high-quality results.
- Track project progress, identify potential roadblocks, and develop contingency plans.
- Collaborate with teams to develop and implement project plans, goals, and objectives.

Requirements:

Education and Experience

- Bachelor's degree in Business Administration, Communications, or a related field.
- At least 2 years of experience as a Virtual Assistant or in a similar administrative role.

Skills and Qualifications

- Excellent communication, organizational, and time management skills.
- Proficient in Google Suite, Microsoft Office, and other productivity tools.
- Strong problem-solving and analytical skills, with the ability to work independently.

- Ability to maintain confidentiality and handle sensitive information.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- Flexible, remote work environment.

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