

# Turkey Jobs Expertini®

## Administration Assistant / Business Management - Turkey, Izmir

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Company: World Business Lenders, LLC

Location: Izmir

Category: other-general

### About World Business Lenders (

World Business Lenders (WBL) provides general purpose short-term real estate collateralized commercial loans to a broad customer base comprised of small and medium sized businesses throughout the United States that lack access to traditional funding. WBL is a U.S.-based company with a 100% remote workforce.

This is a remote Contract/Consultant position. Generally, working hours will be 9:00am-6:00pm Eastern, Monday through Friday, although hours worked may be greater based upon operational requirements. The job requires excellent oral and written command of the English language. Resumes must be submitted in English.

### Job Description:

The Administration department (otherwise known as Business Management) is responsible for developing policies, procedures and reporting across all areas of the company.

Administration team members work with every dept in the company to draft and roll out policies & procedures, streamline workflow and processes, implement SLAs, and develop efficient tracking/reporting.

### Requirements

### Responsibilities :

Provide administrative support to the Administration Manager.

Manage an active calendar of appointments and meetings, including routine scheduling of calls and Zoom meetings.

At the Manager's request, attend meetings and take notes.

Assist Administration team with developing policies and procedures.

Involvement with reporting across all areas of the company.

Work closely with every department in the company to streamline workflow and processes.

Implement SLA's and develop efficient tracking and reporting.

Create documents, spreadsheets and presentations, and compose correspondence.

Handle expense reporting, invoice processing and other financial matters.

Work closely with HR to recommend optimal staffing and reporting lines based on workflow, volume and nature of tasks.

Other projects and duties as assigned.

**Requirements :**

Bachelor's degree in Business Administration (or related field of study), or equivalent experience.

100% fluency in English, with exceptional English verbal and written communication skills.

Loan/mortgage industry experience preferred.

Experience as a personal or administrative assistant to a senior-level executive strongly preferred.

High degree of proficiency with Microsoft Office products (Word, PowerPoint, Excel, Outlook, Teams), and Zoom.

Exceptional English communication skills, both written and verbal, are imperative. Must be flexible, nimble and adaptable to frequent changes to schedules/priorities.

Financial analysis skills, including maintaining financial matters, budgets and expenses, required.

Strong organizational, time-management and problem-solving skills, including planning, project management, troubleshooting and task facilitation.

Must be proactive with a strong work ethic and high energy level.

Ability to multitask and complete all projects within designated timeframes.

You must have your own laptop or desktop to use (the company does not supply equipment).

## Benefits

Contract/Consultant position

Compensation DOE

11 US Paid Holidays

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