

# Turkey Jobs Expertini®

## Virtual Personal Assistant

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Company: eAssistentin UG (haftungsbeschränkt) - Seit 2010 !

Location: Turkey

Category: other-general

eAssistentin.de is a VPA service that supports entrepreneurs, start-ups and a variety of other companies in their daily work. The qualified team has extensive professional experience, comprehensive knowledge of office work and outstanding work motivation.

### 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.

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

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

You are adaptable and thrive in changing environments

You are a strong team player who can manage multiple stakeholders

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

### **What's on Offer?**

Opportunities for career growth & development

A role that offers a breadth of learning opportunities

Opening within a company with a solid track record of success

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