

Turkey Jobs Expertini®

Virtual Personal Assistant

[Apply Now](#)

Company: Snaphunt

Location: Turkey

Category: other-general

The 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

The Job

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.

The 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

The Employer

Our client 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.

[Apply Now](#)

Cross References and Citations:

1. [Virtual Personal Assistant StudentjobsnearmeJobs Turkey Studentjobsnearme](#)
2. [Virtual Personal Assistant SearchaustralianjobsJobs Turkey Searchaustralianjobs](#)
3. [Virtual Personal Assistant Costaricajobs Jobs Turkey Costaricajobs](#)
4. [Virtual Personal Assistant Workjobs Jobs Turkey Workjobs](#)
5. [Virtual Personal Assistant Irelandjobs Jobs Turkey Irelandjobs](#)
6. [Virtual Personal Assistant Instrumentationjobs Jobs Turkey Instrumentationjobs](#)
7. [Virtual Personal Assistant Radiologistjobs Jobs Turkey Radiologistjobs](#)
8. [Virtual Personal Assistant ThehiredjobsJobs Turkey Thehiredjobs](#)
9. [Virtual Personal Assistant SearchaustralianjobsJobs Turkey Searchaustralianjobs](#)
10. [Virtual Personal Assistant NewyorkjobsJobs Turkey Newyorkjobs](#)
11. [Virtual Personal Assistant Journalistjobs Jobs Turkey Journalistjobs](#)

12. **Virtual Personal Assistant Pharmacistjobs Jobs Turkey Pharmacistjobs ↗**
13. **Virtual Personal Assistant Viennajobs Jobs Turkey Viennajobs ↗**
14. **Virtual Personal Assistant TraveljobsJobs Turkey Traveljobs↗**
15. **Virtual Personal Assistant Mexicojobs Jobs Turkey Mexicojobs ↗**
16. **Virtual Personal Assistant GeneticsjobsJobs Turkey Geneticsjobs↗**
17. **Virtual Personal Assistant PlumberjobsJobs Turkey Plumberjobs↗**
18. **Virtual Personal Assistant Managerjobsnearme Jobs Turkey Managerjobsnearme ↗**
19. **Virtual personal assistant Jobs Turkey ↗**
20. **AMP Version of Virtual personal assistant ↗**
21. **Virtual personal assistant Turkey Jobs ↗**
22. **Virtual personal assistant Jobs Turkey ↗**
23. **Virtual personal assistant Job Search ↗**
24. **Virtual personal assistant Search ↗**
25. **Virtual personal assistant Find Jobs ↗**

Source:<https://tr.expertini.com/jobs/job/virtual-personal-assistant-turkey-snaphunt-9c7562d996/>

Generated on: 2024-05-02 by [Expertini.Com](https://www.expertini.com)