

Personal Assistant/Account Manager for US Based Marketing Agency (Remote)

[Apply Now](#)

Company: Paired

Location: Argentina

Category: other-general

Paired is a global staffing and recruiting agency that specializes in pairing remote work with top-tier talent. We help individuals from around the world connect with great companies that are looking for their specific skill set. Our mission is to provide great jobs to talented people, no matter where they are located.

Our client, a US based company, is currently seeking an Personal Assistant with experience as Account Manager to join their team. As an Personal Assistant, you will be responsible for acting as the point of contact between the manager and clients. This role offers the opportunity to work remotely, allowing flexibility and the ability to work from anywhere.

Responsibilities:

Acting as the point of contact between the manager and clients

Screening and directing phone calls and distribute correspondence

Handling requests and queries appropriately

Making the client aware of other services and actions that may lead to greater success

Monitoring the client's budget, explaining costs, and negotiating new terms if necessary

Requirements

Knowledge of office management systems and procedures

Experience as Account Executive in a Design Agency

MS Office and English proficiency

Outstanding organisational and time management skills

Negotiate

Solve problems

Communicate well both verbally and in writing

Benefits

Work from Anywhere

Competitive Salary (USD)

Flexible Hours

[Apply Now](#)

Cross References and Citations:

1. Personal Assistant/Account Manager for US Based Marketing Agency (Remote)

Businessjobs Jobs ArgentinaBusinessjobs ↗

2. Personal Assistant/Account Manager for US Based Marketing Agency (Remote)

SportsjobsJobs ArgentinaSportsjobs ↗

3. Personal Assistant/Account Manager for US Based Marketing Agency (Remote)

Newsjobs Jobs ArgentinaNewsjobs ↗

4. Personal Assistant/Account Manager for US Based Marketing Agency (Remote)

Onlinejobsearch Jobs ArgentinaOnlinejobsearch ↗

5. Personal Assistant/Account Manager for US Based Marketing Agency (Remote)

Clerkjobs Jobs ArgentinaClerkjobs ↗

6. Personal Assistant/Account Manager for US Based Marketing Agency (Remote)

TextilejobsJobs ArgentinaTextilejobs ↗

7. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Veterinaryjobs Jobs ArgentinaVeterinaryjobs ↗
8. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Trendzfurnitures Jobs ArgentinaTrendzfurnitures ↗
9. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Clerkjobs Jobs ArgentinaClerkjobs ↗
10. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Microbiologistjobs Jobs ArgentinaMicrobiologistjobs ↗
11. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Marketingjobs Jobs ArgentinaMarketingjobs ↗
12. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Jobspro Jobs ArgentinaJobspro ↗
13. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
CosmeticsjobsJobs ArgentinaCosmeticsjobs ↗
14. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Mechanicaljobs Jobs ArgentinaMechanicaljobs ↗
15. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
Healthybird Jobs ArgentinaHealthybird ↗
16. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
GeologyjobsJobs ArgentinaGeologyjobs ↗
17. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
TextilejobsJobs ArgentinaTextilejobs ↗
18. **Personal Assistant/Account Manager for US Based Marketing Agency (Remote)**
GeologyjobsJobs ArgentinaGeologyjobs ↗
19. **Personal assistant/account manager for us based marketing agency (remote) Jobs Argentina ↗**
20. **AMP Version of Personal assistant/account manager for us based marketing agency (remote) ↗**
21. **Personal assistant/account manager for us based marketing agency (remote) Argentina Jobs ↗**
22. **Personal assistant/account manager for us based marketing agency (remote) Jobs Argentina ↗**
23. **Personal assistant/account manager for us based marketing agency (remote) Job**

Search ↗

24. Personal assistant/account manager for us based marketing agency (remote)

Search ↗

25. Personal assistant/account manager for us based marketing agency (remote) Find

Jobs ↗

Source: <https://ar.expertini.com/jobs/job/personal-assistant-account-manager-for-us-based-ma-argentina-paired-3b49e97e64/>

Generated on: 2024-05-02 by Expertini.Com