

Argentina Jobs Expertini®

Virtual Assistant

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Company: Confidencial

Location: Buenos Aires

Category: computer-and-mathematical

About Company: A no-code, SaaS solution for healthcare â serving as a flexible data repository, reporting tool, and workflow manager for all types of Health & Human Services programs. (Techstars '23)Our platform provides a wide range of functionalities to streamline Health & Human Services operations. **What you'll do**We are looking for a virtual assistant who seamlessly orchestrates events, coordinates hiring processes, designs captivating marketing materials, manages customer inquiries, bridges language barriers, maintains organizational efficiency, and fosters collaboration within the team. This versatile individual is well-positioned to make invaluable contributions to our company's success, leveraging their diverse skills and proactive approaches to drive growth and innovation. **Requirements**2 years exp. in rolExperience organizing events. You will assist in the company's people & culture aspects: organize meetings, prepare materials, gather information to build performance reports, among other Experience or are familiar with the recruiting process Basic experience in design (CANVA)At least 1 year of experience using Instagram, Facebook, TikTok, LinkedInAt least 3 years of experience using Google Suite apps Exp. Working in Startups. English Level - advanced B2-C1Conditions and benefits Remote - Full-time Long-Term Direct Contract Payment:USD Paid vacations Local Holidays

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