

Amway Recruitment 2023 – All India Jobs – Virtual Assistant Post

Hiring organization
Amway

Job Location

India
Remote work from: India

Date posted
August 26, 2023

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Valid through
31.12.2023

Base Salary

USD 22,000 - USD 28,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Amway Recruitment 2023

The Virtual Assistant will provide administrative and marketing support to the Marketing Manager. This includes tasks such as scheduling appointments, managing email, creating and editing content, and managing social media. The Virtual Assistant will also be responsible for conducting market research and generating leads.

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Amway Jobs Near Me

Responsibilities:

- Manage the Marketing Manager's calendar and schedule appointments
- Respond to emails and inquiries in a timely and professional manner
- Create and edit marketing materials, including website content, blog posts, and social media posts
- Manage social media accounts and engage with followers
- Conduct market research and generate leads
- Other administrative tasks as assigned

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Amway Careers

• Skills:

- Excellent written and verbal communication

skills

- Proficient in Microsoft Office Suite
- Experience with social media platforms
- Ability to work independently and as part of a team
- Strong attention to detail
- Ability to meet deadlines

Qualifications:

- High school diploma or equivalent
- 1+ years of experience in a similar role
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite
- Experience with social media platforms

Important Links

Find the Link in [Apply Now](#) Button

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