DTMC Recruitment 2023 – All India Jobs – Virtual Assistant Post

Job Location
India
Remote work from: India

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Base Salary
USD 22,000 - USD 30,000

Qualifications
High School Diploma

Employment Type
Full-time

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Hiring organization
DTMC

Date posted
August 19, 2023

Valid through
31.12.2023

APPLY NOW

Description

DTMC Recruitment 2023

Summary:

The Virtual Assistant is responsible for providing administrative support to the DTMC team. This includes a variety of tasks, such as:

- Answering emails and phone calls
- Scheduling appointments
- Managing calendars
- Book travel and accommodations
- Creating presentations and documents
- Managing social media
- Researching and compiling information
- Other administrative tasks as needed

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DTMC Jobs Near Me

- **Responsibilities:**

    - Answer emails and phone calls in a professional and timely manner
    - Schedule appointments and meetings according to the needs of the team
    - Manage calendars and keep track of upcoming events
    - Book travel and accommodations for the team
    - Create presentations and documents using Microsoft Office Suite
    - Manage social media accounts for DTMC
    - Research and compile information as needed
    - Other administrative tasks as needed

DTMC Careers

Skills:

- Excellent communication skills (verbal and written)
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to manage multiple projects simultaneously
- Attention to detail
- Strong organizational skills
- Ability to work under pressure

Qualifications:

High school diploma or equivalent
1-2 years of administrative experience
Experience with virtual assistant tools and software

Important Links   Bilingual (English/Spanish) a plus **Find the Link in** [Apply Now](#) **Button**