

UNLIMITED WP

<https://careers.unlimitedwp.com/job/executive-assistant/>

Virtual Assistant

Description

Do you thrive working independently, being organized, getting things done, and being responsible for growth?

UnlimitedWP is looking to hire VA with excellent verbal and written communication skills. We are based in Boston, USA, and Ahmedabad, India with an in-house team of 95+ team members.

The overall role is to work with the CEO in day to day operation of the company and assist with projects.

We have a nontraditional IT business model and our model is growing fast.

We are expecting major growth in the coming years. As we continue growing, there are more responsibilities for the CEO where he is looking for assistant's help.

Be with our CEO during business hours to understand everything that is going on and help him with his tasks.

These tasks could be preparing email management, writing briefs, working with other team members to get tasks completed or gather updates, maintaining an active task list, performing an internet search to gather ideas, helping optimize marketing campaigns, writing email drafts, evaluating opportunities, business plan, execute on ideas discussed during team meetings, etc.

Responsibilities

- You will be in the driver's seat and responsible for building strong relationships by assisting every department
- You will support the team by handling multiple tasks in an organized fashion with a "can-do attitude".
- Building and maintaining relationships is a key aspect of this position. Other responsibilities can include:
 - Maintain high attention to detail with a view of the overall process
 - Willingness to learn, grow, and collaborate with the team and company as a whole
 - A high level of discretion, ethics, and trustworthiness
 - Innovative thinking and willingness to challenge existing methods where improvement is possible
 - Social media management
 - Assistance (Itinerary Planning, Calendar Management, Inbox Management, etc.)

Employment Type

Full-time

Beginning of employment

Immediate

Duration of employment

Permanent

Job Location

B - 101 to 105, Shilp Corporate Park, Rajpath Rangoli Road, 380054, Ahmedabad, Thaltej, India

Working Hours

8:30 working hours

Valid through

31.03.2023

Qualifications

- Excellent verbal and written communication
- Solid organization skills
- Keen to learn and adapt a new strategy

Experience

- Min 2 years of experience with IT industry

Job Benefits

- 8 working hours
- 120+ Strength of Employees
- 40 leaves/year
- Leave encashment
- 5 Days Working
- Quarterly Bonus
- Yearly Outing
- Health Benefit Plan

Contacts

For any further information, you can reach out to us at recruitment@unlimitedwp.com

Important Note: During the application process, ensure your contact information (email and phone number) is up to date and upload your current resume when submitting your application for consideration.

Hiring organization

<https://careers.unlimitedwp.com/>