



Admin Executive at IdeasUnlimited

IdeasUnlimited, a cutting edge Global Business Support and Solutions Service Provider, has an immediate opening for Admin Executive to work in their Admin Department. This is a long-term, stable, career level and REMOTE (work from home or a remote location) opportunity for the right individual.

JOB DESCRIPTION OF Admin Executive (REMOTE)

JOB DUTIES:

- Provide Administrative Support
- Organize and Track Documentation
- Maintain and update company databases
- Coordinating and managing urgent appointments and meetings
- Dealing with all Admin and Support matters
- File documentation relating to workers and projects (If needed)
- Prepare regular reports on expenses and office budgets
- Update office policies as needed
- Prepare reports and presentations with statistical data, as assigned

SKILLS REQUIRED:

- Degree from Reputable University in Business Administration.
- Preeminent Knowledge about Call Center and Staffing Agencies.
- Strong organizational and interpersonal skills.
- Excellent Communication Skills both verbal and written in English Language
- Good problem-solving skills.
- Attention to detail.

OTHER REQUIREMENTS:

- Ability to work from home:
 - Quiet Place
 - High-speed internet (5 Mbps)
 - Reliable Computer (Core i5, 4 GB Ram)
 - Headphone with microphone.
- Professional, ethical and punctual.

SCHEDULE: US working hours

COMPENSATION:

- Market Competitive, Depending on experience and skills
- Paid Leaves, Performance and Other Bonuses, Yearly Increments and Certificates of Achievement

IMPORTANT:

- We will be using a monitoring software to check your work efficiency and productivity on a daily basis. The position does offer the comfort of working from home but demands the same efficiency, productivity, and professionalism of the industry.
- You will be signing a work agreement with our company. You will need to provide all of the necessary legal documents to complete the hiring process.
- The recruitment/interviewing process is done digitally (Skype).

HOW TO APPLY: Interested candidates should send their resume to hr@ideasunlimitedonline.com with the position applied for in the subject of the email.

To know more about us please visit the company website: www.ideasunlimitedonline.com

Thank you and good luck!