Hami Nana

Customer Service Representative

Rio Insurance Brokers

155 University Ave #301

Toronto, ON M5H 3B7

416-695-6733

https://rioinc.ca

recuitment@rioincmail.com

VIRTUAL ADMINISTRATIVE ASSISTANT OPENING

COMPANY DESCRIPTION

RIO Insurance Brokers Inc. is an independent insurance brokerage. Our office is located in Toronto, Ontario, Canada. RIO Insurance has earned a reputation for offering comprehensive and cost-effective insurance programs for personal individuals and commercial businesses.

**JOB TITLE**

VIRTUAL ADMIN ASSISTANT

**JOB SUMMARY**

We are looking for a Virtual Assistant to provide administrative support to our team while working remotely. As a Virtual Assistant, you will perform various administrative tasks, including attending to emails, booking meetings, and making travel and hotel reservations as we set to kick-start our yearly campaign.

**Please Note**;

Average starting hours range from 12 to 15 hours per week with the ability to grow full-time if desired.

**JOB LOCATION**

CANADA/REMOTELY

**JOB RESPONSIBILITIES**

Meeting/event preparation and coordination

Manage busy schedules and calendars for one or multiple executives

Task management & data entry

Booking and coordinating travel arrangements

Project management

Light bookkeeping, invoicing, and general finance duties

**REQUIREMENTS AND SKILLS**

Familiarity with current technologies, like desktop sharing, cloud services and VoIP

Knowledge of online calendars and scheduling (e.g. Google Calendar)

Excellent phone, email, and instant messaging communication skills

Excellent time management skills

Solid organizational skills

**TO APPLY**

Interested candidates should send resume/cover letter to [recuitment@rioincmail.com](mailto:recuitment@rioincmail.com)

For more details.

**HOURLY WAGES**

30$ PER HR