

[Internship] Virtual Assistant (European Company)

[Apply Now](#)

Company: M365Connect

Location: Nairobi

Category: other-general

Key Responsibilities:

Administrative Support: Assist in various administrative tasks, including scheduling interviews, managing calendars, and handling documentation.

Communication Management: Facilitate communication within the team, candidates, and clients. Respond to emails and inquiries promptly and professionally.

Database Management: Maintain and update candidate and client databases, ensuring accuracy and completeness of information.

Job Postings: Assist in the creation and posting of job listings on various platforms, ensuring maximum visibility for our open positions.

Candidate Screening: Conduct initial screenings of candidates, ensuring they meet basic qualifications before forwarding them to the recruitment team.

Candidates Outreach: Book interviews and hold communication with the applicants on Whatsapp or any other official channel of the organization.

Meeting Coordination: Coordinate virtual meetings, ensuring all necessary participants are informed and prepared.

Any other task assigned by the management.

Requirements

University Degree with proven experience as a Virtual Assistant, preferably in a startup or recruitment environment.

Strong organizational skills and attention to detail.

Excellent communication skills, both written and verbal.

Proficient in using virtual collaboration tools and communication platforms.

Familiarity with IT industry terms and recruitment processes is a plus.

Ability to manage multiple tasks and prioritize effectively.

Discretion and confidentiality in handling sensitive information.

[Apply Now](#)

Cross References and Citations:

1. [\[Internship\] Virtual Assistant \(European Company\) Teachingassistantjobs Jobs Nairobi Teachingassistantjobs ↗](#)
2. [\[Internship\] Virtual Assistant \(European Company\) Europejoblistings Jobs Nairobi Europejoblistings ↗](#)
3. [\[Internship\] Virtual Assistant \(European Company\) Courtjobs Jobs Nairobi Courtjobs ↗](#)
4. [\[Internship\] Virtual Assistant \(European Company\) Logisticsjobs Jobs Nairobi Logisticsjobs ↗](#)
5. [\[Internship\] Virtual Assistant \(European Company\) Nairobijobs Jobs Nairobi Nairobijobs ↗](#)
6. [\[Internship\] Virtual Assistant \(European Company\) ConsultantjobsJobs Nairobi Consultantjobs↗](#)
7. [\[Internship\] Virtual Assistant \(European Company\) Searchnzjobs Jobs Nairobi Searchnzjobs ↗](#)
8. [\[Internship\] Virtual Assistant \(European Company\) Interiordesignjobs Jobs Nairobi](#)

Interiordesignjobs ↗

9. [Internship] Virtual Assistant (European Company) Iraqjobs Jobs NairobiIraqjobs ↗

**10. [Internship] Virtual Assistant (European Company) Muscatjobs Jobs Nairobi
Muscatjobs ↗**

**11. [Internship] Virtual Assistant (European Company) Electronicsjobs Jobs Nairobi
Electronicsjobs ↗**

**12. [Internship] Virtual Assistant (European Company) AtlantajobsearchJobs Nairobi
Atlantajobsearch↗**

**13. [Internship] Virtual Assistant (European Company) Caregiverjobs Jobs Nairobi
Caregiverjobs ↗**

**14. [Internship] Virtual Assistant (European Company) Warsawjobs Jobs Nairobi
Warsawjobs ↗**

**15. [Internship] Virtual Assistant (European Company) RiskmanagementjobsJobs
Nairobi Riskmanagementjobs↗**

**16. [Internship] Virtual Assistant (European Company) Servicemanagementjobs Jobs
Nairobi Servicemanagementjobs ↗**

**17. [Internship] Virtual Assistant (European Company) Losangelesjobs Jobs Nairobi
Losangelesjobs ↗**

18. [Internship] Virtual Assistant (European Company) losjobs Jobs Nairobiilosjobs ↗

19. [internship] virtual assistant (european company) Jobs Nairobi ↗

20. AMP Version of [internship] virtual assistant (european company) ↗

21. [internship] virtual assistant (european company) Nairobi Jobs ↗

22. [internship] virtual assistant (european company) Jobs Nairobi ↗

23. [internship] virtual assistant (european company) Job Search ↗

24. [internship] virtual assistant (european company) Search ↗

25. [internship] virtual assistant (european company) Find Jobs ↗

Source:<https://ke.expertini.com/jobs/job/-internship-virtual-assistant-european-company--nairobi-m365connect-78e39fb0bc/>

Generated on: 2024-05-03 by [Expertini.Com](https://www.expertini.com)