**REMOTE ASSISTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: CREDIT REPORTING BUREAU INC.

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: CREDIT@CREDITREPORT.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: REMOTE ASSISTANT

**Reports to**: TONY SPUMONI

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

Credit Reporting Bureau Inc. is seeking a remote assistant to provide customer service support, in addition to performing some clerical tasks. These include scheduling meetings, assisting with accounting, and organizing files, but will vary.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Scheduling meetings
 | * Assisting with accounting
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| * Transcribing documents
 | * Answering phones
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| * Managing correspondence
 | * Supporting customers
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| * Making travel arrangements
 | * Organizing files
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Associate’s degree preferred
* Customer service skills
 | * Excellent time management skills
* Proficiency with office software
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