

# REMOTE ASSISTANT JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** CREDIT REPORTING BUREAU INC.

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

**Phone:** 333-333-3333

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

## EMPLOYMENT ELIGIBILITY

**Job Title:** REMOTE ASSISTANT

**Reports to:** TONY SPUMONI

**Job Location:** LOS ANGELES, CA

**Start Date:** SEPTEMBER 29, 2021

**Job Type:**  Full-time  Part-time  Independent Contractor  Intern

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

## 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.

## RESPONSIBILITIES AND DUTIES

- Scheduling meetings
- Transcribing documents
- Managing correspondence
- Making travel arrangements
- Assisting with accounting
- Answering phones
- Supporting customers
- Organizing files

## QUALIFICATIONS / REQUIREMENTS

- Associate's degree preferred
- Customer service skills
- Excellent time management skills
- Proficiency with office software

