

REMOTE JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Floral Cosmetics

Address: 56 Rose Ave., Greenville, WA 98765

Phone: 555-967-8624

E-Mail: humanresources@floralcosmetics.com

EMPLOYMENT ELIGIBILITY

Job Title: Remote Administrative Assistant

Reports to: Marketing Manager

Job Location: Remote (100%)

Start Date: July 1, 2021

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

of Hours: 35 Hours per week

JOB DESCRIPTION

Floral Cosmetics needs a remote administrative assistant. This position is 100% remote with no requirements to visit the local office in Greenville. It will support the Marketing Manager in all marketing department projects.

RESPONSIBILITIES AND DUTIES

- Complete administrative duties as assigned;
- Maintain an organized workspace;
- Manage marketing email communications;
- Submit weekly reports to supervisor;
- Work independently;
- Communicate with clients via phone and email.

QUALIFICATIONS / REQUIREMENTS

- Flexible;
- Computer literacy;
- Self-starter;
- Excellent communication skills;
- Multi-tasker;
- Team player.

