

## Executive and Marketing Assistant for an Entrepreneur in UK and U.S. (Home Based Part Time)

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Company: Virtual Coworker

Location: Leatherhead

Category: Other-General

Executive Assistant: Manage diary -set meetingsDo expenses Manage emails and identify high priority ones Improve design on slide decksCreate meeting notes from notetaker files & distribute them Book Travels Send out invoices General Entrepreneur support: Carry out desk research on new business areasCompile short reports on research findings Research lists of investors Marketing Assistant support: Manage & collect weekly reports and plans Basic social media tasks, especially on Twitter Other Ad Hoc tasks relevant to the role

- At least 3 years of relevant work experience
- Excellent communication skills, both in written and verbal English
- Experience working in a fast paced environment
- Tools familiarity: Slack, Google Suite especially slides and sheets

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