

Part Time Virtual Assistant - Mandarin Speaking

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Company: Office Angels

Location: City of London

Category: management

Mandarin Speaking Virtual Assistant

£30,000 - £40,000

FULLY REMOTE

Part Time, Temporary to Permanent

Are you fluent in Mandarin and looking for a dynamic role as a Virtual Assistant? Our client, an accountancy firm, is seeking a motivated Mandarin Speaking Virtual Assistant to join their team. If you have previous experience as a Personal Assistant, excellent organisational skills, and a strong work ethic, this could be the perfect opportunity for you!

Why work with our client? Here are just a few reasons:

Fully remote position: Enjoy the flexibility of working from the comfort of your own home.

Flexible working hours: Choose the hours and days that suit your lifestyle.

Office Angels Boost Benefits Platform: Access a range of exclusive perks and discounts.

Bonus Scheme: Be rewarded for your hard work and contributions.

Close-knit and inclusive team: Join a growing team with a welcoming and dynamic

atmosphere. As a Mandarin Speaking Virtual Assistant, your responsibilities will include:

Providing professional support to a senior team member.

Managing schedules, appointments, and maintaining diaries.

Assisting with meeting preparations, presentations, and travel arrangements.

Building and maintaining relationships with team members and key stakeholders.

Completing tasks accurately and confidentially, with attention to detail.

Additional ad hoc duties as required. To be successful in this role, you must have:

Fluency in Mandarin: The ability to speak Mandarin is essential.

Previous experience as a Personal Assistant or in a similar role.

Strong organisation and time management skills.

Proficiency in Microsoft Office applications.

A confident and clear communication style.

The ability to work well under pressure and prioritise tasks.

A cheerful and flexible personality, with the ability to push back when necessary. Don't miss out on this exciting opportunity to join a forward-thinking organisation! Apply now to become a valuable member of their virtual team. Please note that this is a temporary-to-permanent position with part-time hours.

Join our client's inclusive and growing team today and take your career as a Mandarin Speaking Virtual Assistant to the next level. Apply now!

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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