



Business Assistant

Full-time job position: Administrative support to businesses and individuals.

Job Description

We are seeking a highly organized and proactive Business Assistant to support the diverse operations of Virtual Bazaar and VB Network, a platform uniting small local businesses. This role involves coordinating various tasks across multiple business projects, including administrative support, communication management, and promotional activities.

Responsibilities

- Manage communications with business owners and customers.
- Coordinate logistics and manage schedules for various projects.
- Support marketing and social media efforts.
- Assist in event planning and execution.
- Handle administrative tasks such as data entry and record keeping.

Responsibilities

- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.
- Proficiency in digital tools like Microsoft Office, Google Suite, GPT, Canva, and social media platforms.
- Ability to work independently and as part of a team.
- Experience in handling confidential information discreetly.

Qualifications

- Preferably experience as a business assistant or in a similar role. Experience is not the main criteria if you are a fast-learner and eager to learn.
- Familiarity with the small business environment and e-commerce is a plus (Shopify, WIX)
- High school diploma; further education or certification in Business Administration or related fields is preferred but.
- Fluent Arabic and English (both spoken and written)

Other Requirements

- Driving license, own car.
- Reliable internet connection and a suitable home office setup.
- Flexibility

This job offer aims to attract a dedicated individual who can efficiently juggle multiple tasks and support the growth of small local businesses through Virtual Bazaar. It's exciting and perspective, as well as resourceful.

Working schedule:

- 10am-3pm (in person and/or remotely, according to the load).
- 3pm-6pm handling phone calls only and other types of communication (remotely).
- **Apply by e-mail info@virtual-bazaar.com.**