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| BINCO INC | **Job title:** | Administrative Assistant |
| **Type:** | Part Time |
| **Salary:** | $ 3500/month [$ 42.000/year] |
| **Hours:** | 20 hours per week |
| **Training period:** | 30 days |
| **Website:** | https://bincochat.com |

**OVERVIEW:**

Working under the supervision of the Manager, the Administrative Assistant will perform a variety of general administrative services. The candidate will be required to both take direction and work intuitively to support the completion of the department’s goals and objectives in a professionally and culturally appropriate manner.

**Duties and Responsibilities:**

* Prepares reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources
* Process the orders, research payment methods, assist and consult clients on investing in company (incoming money transfers, vendor billing, non-marketing billing)
* Discover various exchange methods of fiat currency into company’s tokens and other crypto currencies
* Generate invoices for different crypto currencies, cooperate with supervisor
* Manage exclusive listings and their necessary updates
* Assist Agents with various inquiries; act as a liaison between agents and other departments
* Maintain all office records and files (transaction files, agent files, etc.)
* Verifies and records department staff compliance with the agency’s administrative and financial policies and procedures
* Complete internal and external correspondence, legal documents, form letters and other documents
* Works cooperatively with all team members to support the achievement of work plan activities designed to achieve identified goals and objectives
* Use online messengers to better understand the structure and nature of company’s idea
* Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data

**Essential Skills and Abilities:**

* Basic project management skills with experience in managing and supervising administrative projects
* Good command over written and verbal communication
* Good interpersonal and presentation skills
* Good understanding of the organization's overall business and its objectives
* Possess good knowledge of planning and strategizing financial and budgeting issues
* Ability to work within a team and provide support to the company’s clients
* Ability to perform in cross functional team approach and job responsibilities
* Experience with basic financial management skills including developing and monitoring budgets and financial reporting
* A multi-tasker and good learner
* Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
* Proficient in using computers with related knowledge of software programs and Internet
* Basic knowledge in Microsoft office products (Excel, Word, Outlook) and messengers

**Additional desired skills:**

* Advertising, marketing, and promotional skills
* Comfortable presenting to large groups
* Value health and wellness and maintain a healthy lifestyle

**Additional rewards:**

* Compensation 8% commission for each processed test payment from company or investor or other task

**Required software:**

* MS Office, Acrobat Reader, IE explorer, online messengers

**Trainings:**

* All required trainings and instructions are provided and covered by our company for free. We provide necessary trainings and pay salary and bonuses during training period

