

Virtual Assistant position in Kaunas

**Job description**

A closely held family holding company and private equity firm with a portfolio of diverse start up and established businesses across different industries in Asia and Europe is seeking a talented and proactive Virtual assistant. You will specialize in supporting senior-level management clients. This position requires to serve in a remote capacity as the client’s indispensable partner, challenged with the task of enabling them to do what only they can do.

Key attributes:

* Extremely self-motivated – you need to manage your own time and be self-disciplined in order to get things done
* Proactive and resourceful problem solver – when in doubt, Google it!
* Great attention to details
* Ability to work in a virtual team
* Tech savvy (Dropbox, MS Office, Google Docs, CRMs, etc.) and if you don’t know it, are you willing to learn it?
* Have excellent English skills (written and spoken)
* Bachelor’s Degree preferred
* Willing to do entry level bookkeeping, work hard, and learn

**We offer**

* Opportunity to work with one of Asia’s most innovative companies
* Join our youthful and professional expanding team
* Invaluable international experience

Confidentiality is guaranteed. Full-time and part-time candidates will be considered.

Please send your CV and cover letter in English to vilija@rglcompanies.com