



WE ARE LOOKING FOR A **BILINGUAL VIRTUAL ASSISTANT**



KEY ROLE

The Bilingual Virtual Assistant is responsible for performing all tasks provided by Rocket Station clients and ensures that s/he exceeds client expectations to sustain a successful business partnership with Rocket Station.



RESPONSIBILITIES

may include but are not limited to

- Call out to, and/or receive calls from, the customers of Rocket Station's clients (Customer Service)
- Appointment setting
- Comparative Market Analysis
- Social Media Management
- Seller Leads Optimization



QUALIFICATIONS

- All Spanish-speaking candidates (including fresh graduates) are welcome to apply regardless of work experience.
- Comfortable handling voice tasks.
- Must have great communication skills both verbal and non-verbal.
- Must have superb attention to details, hardworking, and independent who can work with minimum supervision
- Should possess good time management and organizational skills.
- Having a sales background is a plus but is not a requirement
- Amenable to work based on the client's timezone



SYSTEM REQUIREMENTS

- Computer Processor: at least i3 (for both primary and back-up computers)
- Computer Memory/RAM: at least 8.00 GB (for both primary and back-up computers)
- Computer Operating System: at least Windows 7 64-bit

Internet Speed

- Primary Connection: running on a 10 Mbps wired plan (above 10mbps preferred)
- Back-up Connection: running at least 10 Mbps

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