



<https://usaremotejob.pro/job/american-express-remote-part-full-time-jobs/>

American Express (Remote Part/Full Time Jobs)

Description

American Express (Remote Part/Full Time Jobs)

American Express is seeking dynamic and organized individuals for the role of **Virtual Assistant**. This remote position is ideal for candidates who excel in multitasking, have strong communication skills, and are passionate about supporting a globally recognized organization. Whether you're seeking part-time flexibility or full-time stability, this role provides an excellent opportunity to contribute to the success of our teams from the comfort of your home.

Responsibilities:

- Provide administrative support to executives, teams, and departments.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Manage email correspondence, prioritize tasks, and handle confidential information.
- Prepare reports, presentations, and other documentation as needed.
- Perform research and compile data for projects and decision-making processes.
- Maintain and update organizational systems, calendars, and records.
- Act as the primary point of contact for internal and external communications.
- Assist in coordinating virtual events and webinars.

Requirements:

- Proven experience as a virtual assistant, administrative assistant, or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and virtual communication tools (Zoom, Slack, Teams).
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Ability to work independently with minimal supervision.
- High-speed internet connection and a dedicated workspace.
- Availability for part-time or full-time hours based on team needs.

Benefits:

- Competitive salary with part-time and full-time options.
- Flexible working hours to maintain a healthy work-life balance.
- Comprehensive health, dental, and vision insurance.
- Retirement savings plan, including 401(k) with company match.
- Paid time off, holidays, and parental leave.
- Access to professional development programs and career growth opportunities.
- Discounts on American Express products and services.

Educational Qualifications:

Hiring organization

American Express

Employment Type

Full-time, Part-time

Job Location

Remote work from: US

Working Hours

8

Base Salary

USD 20 - USD 30

Date posted

April 3, 2026

Valid through

30.12.2026

- High school diploma or equivalent is required.
- Associate's or bachelor's degree in business administration, communication, or a related field is preferred.

About American Express:

American Express is a world leader in providing exceptional products and services to customers globally. With a strong commitment to innovation, integrity, and excellence, our teams work tirelessly to deliver superior value to our clients and partners. As a company that values diversity and inclusion, we pride ourselves on creating a workplace where every voice is heard, and every contribution matters.

Equal Opportunity Statement:

American Express is an equal opportunity employer. We are dedicated to building a diverse and inclusive environment where individuals from all backgrounds can thrive. We welcome applications from candidates regardless of race, color, religion, gender, sexual orientation, or disability.

Take this opportunity to join a prestigious organization and grow your career while working remotely. If you're ready to make a difference, apply today and become a part of the American Express family!