



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

American Express Virtual Assistant at (Remote Full/Part Time Job)

Description

Position: Virtual Assistant

Job Type: Full-Time or Part-Time (Remote)

Location: Work From Home (Available to eligible applicants in [Region/Country])

Pay: Competitive hourly rate with benefits

American Express is seeking proactive and organized individuals to join our team as Virtual Assistants. This remote position offers flexibility and the opportunity to support key business operations from the comfort of your home. As a Virtual Assistant, you will provide administrative and operational support to ensure smooth workflows and exceptional service delivery.

Key Responsibilities

- Manage calendars, schedule meetings, and coordinate virtual appointments.
- Handle email correspondence, draft communications, and maintain accurate records.
- Assist with data entry, file organization, and preparing reports.
- Provide general administrative support to team members and executives as needed.
- Conduct research, compile information, and present findings in an organized format.
- Maintain a high level of professionalism and confidentiality in all tasks.

Qualifications

Required:

- High school diploma or equivalent; Bachelor's degree preferred.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or Google Workspace.
- Excellent written and verbal communication skills.
- Ability to work independently and meet deadlines.
- Reliable high-speed internet connection and a distraction-free home office setup.

Preferred:

- Previous experience as an administrative assistant or virtual assistant.
- Familiarity with project management tools (e.g., Asana, Trello) is a plus.
- A proactive approach to problem-solving and task management.

What We Offer

- Competitive pay with opportunities for bonuses and incentives.

Hiring organization

American Express

Employment Type

Full-time

Job Location

Remote work from: United States

Working Hours

8

Base Salary

USD 20 - USD 30

Date posted

April 3, 2026

Valid through

29.12.2026

- Flexible work schedules to accommodate your lifestyle.
- Comprehensive training and ongoing professional development.
- A supportive and collaborative remote work environment.
- Benefits package for eligible employees, including medical, dental, and retirement plans.

How to Apply

Ready to bring your organizational skills and professionalism to American Express? Apply now and take the next step in your career as a Virtual Assistant with one of the most recognized and trusted brands in the world.

American Express Virtual Assistant at (Remote Full/Part Time Job)