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American Express Virtual Assistant (Remote – Part-Time / Full-Time)

Description

American Express Virtual Assistant (Remote – Part-Time / Full-Time)

Company: American Express

Position Overview

American Express is seeking a detail-oriented and highly organized Virtual Assistant to support business teams and executives in a remote capacity. This role offers flexible part-time and full-time scheduling options while contributing to smooth and efficient daily operations.

The ideal candidate is proactive, dependable, and comfortable working independently in a fast-paced virtual environment.

Key Responsibilities

- Manage executive calendars, schedule appointments, and coordinate virtual meetings
- Monitor and respond to email communications in a professional manner
- Prepare documents, reports, and presentations as required
- Perform accurate data entry and maintain organized digital records
- Conduct research and compile information for internal projects
- Assist with project coordination, tracking deadlines and deliverables
- Maintain confidentiality of sensitive company and client information
- Provide general administrative support to ensure operational efficiency

Required Qualifications

- High school diploma or equivalent (Bachelor's degree preferred)
- Strong organizational and time-management abilities
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) or similar software
- Excellent written and verbal communication skills
- Ability to prioritize tasks and manage multiple responsibilities
- Self-motivated with the ability to work independently
- Reliable high-speed internet connection and dedicated home workspace

Preferred Qualifications

- Prior experience in administrative support or virtual assistant roles
- Familiarity with collaboration and project management tools (e.g., Trello, Asana)

Hiring organization

American Express

Employment Type

Full-time, Part-time

Job Location

Remote work from: US

Working Hours

8

Base Salary

USD 22 - USD 28

Date posted

April 3, 2026

Valid through

30.12.2026

- Strong problem-solving skills and proactive work approach

Compensation & Benefits

- Competitive hourly pay (based on experience and schedule)
- Flexible working hours
- Paid onboarding and training
- Supportive and inclusive remote team culture
- Opportunities for professional growth and advancement

How to Apply

If you are an organized professional with strong communication skills and a commitment to excellence, we encourage you to apply for this remote Virtual Assistant opportunity at American Express. Join a global organization dedicated to innovation, collaboration, and delivering exceptional service.

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