



IOAS Business Director Assistant.

IOAS is inviting applications for a Business Director Assistant. The Business Director Assistant reports to the Business Director and is responsible for supporting the BD in all aspects of business administration.

This is a full-time, remote, junior/mid-level role. Only those in CET/BST time zones may apply.

To apply:

Please submit a letter of motivation, Curriculum Vitae, References, and copies of applicable certifications/qualifications to info@ioas.org with subject line 'BD Administrator, Attn: Business Director.

LinkedIn applications through the LinkedIn app will not be accepted.

Requirements

- A Degree/Diploma in a business-related field is essential.
- At least 3 years working experience in a business-related field.
- Executive or Personal Assistant experience beneficial.
- Successfully support the needs of a diverse group of international personnel
- Familiarity working in databases, performing data analysis and report writing
- Excellent problem-solving skills
- Excellent organizational and multi-tasking skills
- Proactive go-getter by nature
- Deadline and goal-oriented
- Excellent written and verbal communication skills
- Proficiency with Microsoft applications including Outlook, Word, Excel, PowerPoint and Teams
- High levels of integrity, honesty, and objectivity
- Enthusiasm for the mission of IOAS

Terms

1. This is a full-time salary position, working 40 hours per week.
2. You will work from your own home office. Location is flexible within the CET/BST time zones.
3. IOAS will pay for internet and basic office costs.
4. The salary for this position will be +/- USD \$40,000 per annum depending on experience. Please only apply if the salary is in line with your current / most recent role.
5. Some travel may be required in support of business and team development

Applicants must be able to work remotely on their own as well as part of a multi-cultural team, show good attention to detail and maintain the highest level of integrity.

Ideal starting date: as soon as possible.

Closing date is 30 October 2023

Please note that if we have not responded to your application within 14 days of submission your application has been unsuccessful.