



Job Offer

4Amore Technology Solutions is launching in the first quarter of 2020 and is seeking five part-time 4amore virtual assistants. (remote work)

Job Description

The ideal candidate is a student in psychology, behavioral studies, linguistics or business-related studies. A 4amore assistant understands the value of the Client and ensures they experience the highest level of customer care. A 4amore assistant has a positive and energetic attitude with excellent written/verbal communication skills.

Tasks and Duties:

1. Complete Customer Service Representative/4Amore assistant basic company training
2. Periodically take EDX online courses in technology and business
3. Provide administrative support for the COO (Chief Operating Office)
4. Be the first point of contact for existing and new customers and provide customer live chat support via Slack and Messenger

Your daily tasks will promote client retention and renewals through excellent customer service, sales skills, and an overall can-do attitude. You must be able to think quick to identify and resolve problems in a timely manner and use reason when dealing with emotional topics. You must also be able to handle emotionally driven conversations with tact and courtesy.

5. Online Database entry and Database queries.

Expected skills:

Fluency in English

Great communication and interpersonal skills, both written and spoken

Strong organizational and time management skills

Excellent computer literacy

Team-oriented and open-minded personality

Working knowledge of Microsoft Office Suite

Basic Slack skills

Customer service-related experience is a plus.

Job Requirements:

Personal computer with high-speed internet connection and webcam for video conferencing calls

What We Offer:

Flexible working hours: Monday till Friday (4h./day)

Remote based, work from home

Specialized training

Professional development in a positive international environment

Attractive salary

6-month freelancer agreement with 4Amore Technology Solutions (GA, USA)

Opportunity to grow within the company after the first 6 months.

Who We Are And What We Do?

Atlantic to Mediterranean Media for Healthy Marriages & Meals or 4Amore for short

Online Resources & Essentials to help guide members to more out of life.

4Amore initially start-up business operations via virtual offices in Bulgaria and Georgia, USA.

Our resource has verified that those who have healthy marriages are more healthy, live longer and enjoy life more. 4Amore promotes the benefits of marriage, guides those who are single towards making a decision on choosing their future spouse.

4Amore Vision Statement:

To promote healthy marriages & healthy lifestyle to allow people to maximize their fullest potential in life.

4Amore Mission Statement:

Creating and providing online resources to guide members reaching their marriage & healthy living goals.

4Amore Corporate Statement:

To promote biblical solutions providing members with compassion and hope for the present and the future

If this position sounds appealing to you, please send us your Resume and Cover Letter to 05xomif1k8hou9a9@4amoretechnol-bsb9782.slack.com before 1st of January 2020

Only short-listed candidates will be contacted.

Confidentiality of all applicants assured.