



## **Job Title: Executive Assistant**

### **Reporting to: Client and BBVA Account Manager**

As a Virtual Executive Assistant at BBVA, you will provide comprehensive administrative support to the Clients and BBVA Account Manager. Working remotely, you will assist in managing schedules, coordinating meetings, handling correspondence, and performing various administrative tasks to ensure the smooth operation.

#### Expectations:

- Provide high-quality administrative support to the BBVA Clients and contribute to the overall efficiency and effectiveness of the team.
- Maintain confidentiality and discretion when handling sensitive information and communications.

#### Duties and Responsibilities:

- Manage the BBVA Clients/Account Manager's calendar, schedule appointments, and coordinate meetings, both internally and externally.
- Handle correspondence, including emails, letters, and phone calls, in a professional and timely manner.
- Prepare and distribute meeting agendas, presentations, and other materials as needed.
- Assist in preparing reports, documents, and presentations for internal and external stakeholders.
- Conduct research, compile data, and prepare summaries or reports.
- Coordinate travel arrangements, accommodations, and itineraries for the BBVA Clients and other team members as required.
- Maintain accurate records and documentation, including contact lists, expense reports, and meeting minutes.
- Provide general administrative support, including filing, data entry, and organization of files and documents.

☎ 215-346-6211

✉ [admin@beyondbizva.com](mailto:admin@beyondbizva.com)

📍 Pennsylvania, USA



**BEYOND BUSINESS**  
VIRTUAL ASSISTANTS

**Deliverables:**

- Timely and accurate scheduling of appointments and meetings for the BBVA Clients.
- Efficient handling of correspondence and communications
- Well-organized and professional preparation of materials and documents for meetings and presentations.
- Seamless coordination of travel arrangements and logistics.

**Communications/Interactions with BBVA and the Client:**

- VA Manager (VA Admin Lead) - daily
- VA Team - daily
- Lead Agent/Loan Officer -weekly or as needed
- Agent Team/Loan Officer's Team -weekly or as needed
- Buyers/Sellers/Vendors - none

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**Knowledge/Skills:**

- Proven experience as an executive assistant or similar role, preferably in a virtual or remote setting.
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple deadlines.
- Excellent communication skills, both written and verbal, with a professional and courteous demeanor.
- Proficiency in Microsoft Office suite and other relevant software applications.
- High level of attention to detail and accuracy in all tasks and communications.
- Ability to work independently and proactively, with minimal supervision.
- Strong problem-solving skills and resourcefulness in resolving issues or challenges.
- Adaptability and flexibility to accommodate changing priorities and requirements.

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