

Office Staff Manager

Virtually Testing

Job details

SALARY

Un-paid

JOB TYPE

Full-time internship

DEPARTMENT

Human Resources

Full Job Description

ABOUT THE JOB

We are seeking a detail-orientated and well-organized manager as an addition to our team.

This position is for a reliable manager to be responsible for staff for the Virtually Testing team.

You will play a key role in the day-to-day activities and tasks of our company, Virtually Testing, surrounding personnel management, reporting, leadership, and further training.

Our applicants should have a positive attitude, demonstrate strategic tactics in management, and the ability to work well in high volume situations. Proficiency in computer skills with different software systems and strong communication skills. Candidates shall maintain high standards of personal ethics, be open, truthful, and honest.

DUTIES AND RESPONSIBILITIES

- Day to day management of the team
- Ensure adequate check in and check out time of team
- Create weekly reports for staff violation
- Create reports for staff and their task assignments
- Be able to learn quickly, work at a fast pace and have an enthusiastic attitude
- Independently manage and handle multiple tasks
- Ability to multitask between written and oral communications
- Needs to be organized, punctual, reliable, detail oriented and consistent.
- Clearly demonstrate work ethic to staff and lead by example
- Other duties as directed by management

REQUIREMENTS AND QUALIFICATIONS

- Functioning Google Email
- High school or equivalent
- Current enrollment in College or University

SCHEDULE

6 hour shift

Monday to Friday

WORK REMOTELY

Yes

COMPANY WEBSITE

<https://virtuallytesting.com/>