

**REBECCA ADVENTURE TRAVEL** is an innovative tour operator, focused on authentic trips in Ecuador, Peru & Colombia, based in Cumbayá, Quito-Ecuador.

## **JOB DESCRIPTION ADMINISTRATIVE ASSISTANT**

You are mainly responsible for general administrative tasks. You work closely with all the departments of the company, assisting in daily office needs. You work full time, one day from home and the rest from our office in Cumbayá.

## **TASKS & RESPONSIBILITIES**

- ❖ Handle administrative requests and queries from supervisors of all departments.
- ❖ Work with charities.
- ❖ Organize events and office activities.
- ❖ Register and enter data into our CRMs and platforms.
- ❖ Assist with operation, sales and hr tasks.
- ❖ Prepare reports, send emails and maintain organization of contact lists.
- ❖ Be in contact with our suppliers and other stakeholders.
- ❖ Coordinate office supplies and deliveries.

## **NECESSARY SKILLS**

- ❖ Great administrative, planning and organizational skills.
- ❖ Fluent Spanish and upper intermediate English skills.
- ❖ Problem solving skills, accuracy and proactiveness.
- ❖ Good with computer programs such as MS Excel, Word, CRMs and Platforms.
- ❖ Meet deadlines, attention to detail, ability to multitask and work independently.
- ❖ BSc degree in Business Administration, or relevant field.

## **THE IDEAL CANDIDATE**

- ❖ Is responsible, organized and full of positive energy.
- ❖ Has more than 1 year of work experience in administrative areas.
- ❖ Is available for at least one year.

**To apply, please send your CV and motivation letter to [hr@rebeccaadventuretravel.com](mailto:hr@rebeccaadventuretravel.com)**

**[www.rebeccaadventuretravel.com](http://www.rebeccaadventuretravel.com) - [hr@rebeccaadventuretravel.com](mailto:hr@rebeccaadventuretravel.com)**

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