

## Virtual Assistant

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Company: American HealthCare Academy

Location: india

Category: other-general

**Company Description** American HealthCare Academy offers nationally recognized and accredited online and blended CPR, First Aid, BLS, PALS, ACLS, and HIPAA Certification Training to healthcare professionals and lay-responders. Our courses follow the American Heart Association and 2020 ECC Guidelines, and have a high acceptance rate of 98%. We prioritize customer service and provide excellent training with OSHA trained instructors. All of our courses have a validity of 2 years, except for Bloodborne Pathogens Certification which is valid for 1 year. Get certified today and learn at your own pace!

**Role Description** This is a full-time remote role for a Virtual Assistant at American HealthCare Academy. As a Virtual Assistant, you will be responsible for daily tasks including administrative support, customer service, data entry, calendar management, and managing emails and phone calls. You will also assist with course registrations, handle inquiries, and provide exceptional customer support. This position requires strong organizational and communication skills.

**Qualifications** Strong organizational and time management skills  
Excellent written and verbal communication skills  
Ability to multitask and prioritize tasks  
Proficient in using various office software (e.g., MS Office, Google Suite)  
Experience in customer service and administrative support  
Attention to detail and accuracy in data entry  
Ability to work independently and remotely  
Knowledge of healthcare industry and CPR/First Aid certifications is a plus  
High school diploma or equivalent required, additional certifications or education beneficial

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