

Virtual Assistant

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Company: Dreamwave AI

Location: India

Category: other-general

Note: Please visit www.dreamwave.ai/ai-headshots and describe what you find interesting about working on our product in your message to us.

Company Description Dreamwave AI is an AI research lab that specializes in augmenting human creativity with next-gen creative tools powered by AI. We strive to push the boundaries of technology and innovation to deliver cutting-edge solutions that revolutionize the creative process.

Role Description This is a full-time remote role for a Virtual Assistant at Dreamwave AI. As a Virtual Assistant, you will be responsible for assisting with various administrative tasks, organizing schedules, conducting research, preparing reports, and providing general support to the team. This role requires excellent organizational and communication skills, as well as the ability to work independently and remotely.

Qualifications Excellent organizational and time management skills
Strong written and verbal communication skills
Ability to handle multiple tasks and prioritize effectively
Attention to detail and accuracy
Experience with data entry and file management
Familiarity with online collaboration tools
Ability to work independently and remotely
Experience in the tech or AI industry is a plus
Bachelor's degree in a relevant field is preferred

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