

**Customer Service Administrative Executive
Remote Virtual Assistant – Latin America
Care Advocates – Senior Placement & Healthcare Advocacy**

www.advocatern.com

We are a growing, Registered Nurse–led senior care and healthcare advocacy company in the U.S. looking for a professional and compassionate Virtual Assistant to support our team.

This role is perfect for someone who is organized, reliable, and confident communicating with clients and healthcare professionals. You will play an important role in helping families navigate care for their loved ones. No need for medical background

At the heart of what we do is empathy, patience, and a deep love for the elderly and the families who are navigating one of the most difficult transitions, finding the right care.

Schedule

Monday – Friday
7:00 AM – 4:00 PM (Central Standard Time – U.S.)

What You Will Do

- Make and receive calls with clients, families, and healthcare partners
- Provide excellent customer service and follow-up
- Manage calendars, emails, and scheduling
- Enter and organize client information in our systems- CRM
- Support daily operations and communication

(Bonus: social media or Canva experience is helpful but not required)

Requirements

- Clear, fluent English (spoken and written)
- Comfortable on the phone with U.S.-based clients
- Reliable internet and quiet work environment
- Computer with camera and microphone
- Available during U.S. Central time hours

What We Are Looking For

- Professional, compassionate communication
- Strong organization and attention to detail
- Ability to multitask and work independently
- Reliable and proactive

Compensation

- Hourly pay (based on experience)- 1000\$ average- negotiable
- Commission opportunity after 6 months
- Long-term growth opportunity

How to Apply

Please send:

1. Your resume
2. A **short video or voice recording (1–2 minutes)** telling us:
 - Your name and location
 - Your experience as a Virtual Assistant or in administration
 - Your experience speaking with clients on the phone
 - Why you are interested in this role

✉ Send your application and recording to:

Thank you for looking!!

Laura Daniels