



## Administrative Assistant (Remote)

SilvaTeam USA is seeking a detail-oriented and proactive **Administrative Assistant** to support our growing U.S. team. This remote position plays a key role in ensuring smooth day-to-day operations and providing exceptional administrative support across multiple departments.

The ideal candidate is organized, resourceful, and able to manage multiple priorities in a fast-paced environment. This individual will serve as a central point of contact for scheduling, communication, and coordination across the team.

## Key Responsibilities

- Provide daily administrative support to the SilvaTeam USA leadership and sales teams.
- Manage and coordinate calendars, appointments, and meeting logistics (including virtual meetings and travel coordination).
- Assist with tracking and maintaining product inventories, customer orders, and sales reports.
- Support internal communication by preparing meeting agendas, minutes, and follow-up documentation.
- Assist with the planning and coordination of team meetings, trade shows, and customer events.
- Monitor and manage incoming emails, phone calls, and correspondence, ensuring timely responses.
- Create and maintain organized digital filing systems, documents, and spreadsheets.
- Assist with expense reports, invoicing, and basic recordkeeping as needed.
- Support special projects and other administrative tasks to ensure the smooth operation of the business.

## Qualifications

- Minimum of **2 years of experience** in an administrative or office support role.
- Strong **organizational and time management skills** with excellent attention to detail.
- Proficiency in **Microsoft Office Suite** (Word, Excel, Outlook, PowerPoint) and familiarity with online collaboration tools (Teams, Zoom, SharePoint, or similar).
- Ability to work independently and maintain a high level of professionalism while working remotely.
- Excellent written and verbal communication skills.
- Experience supporting sales, operations, or logistics teams is a plus.

## Why Join SilvaTeam USA

- Be part of a **global company** with a strong commitment to innovation and sustainability.
- Enjoy the flexibility of **remote work** while supporting a collaborative and dynamic team.
- Competitive compensation and opportunities for professional growth.

**How to apply:** Interested applicants can submit their resume with cover letter to Benny McClure at [bmcclure@silvateam.com](mailto:bmcclure@silvateam.com)