



Henkel

ABOUT US

Henkel operates worldwide with leading innovations, brands and technologies in two business areas: Adhesive Technologies and Consumer Brands.

Founded in 1876, Henkel looks back on more than 145 years of success. The company holds leading positions with its two business units in both industrial and consumer businesses thanks to strong brands, innovations and technologies such as Persil, Schwarzkopf and Loctite.

Our company purpose expresses what unites us all at Henkel: Pioneers at heart for the good of generations. We are a diverse team of around 48,000 colleagues worldwide, striving to enrich and improve life every day through our products, services, and solutions. Our Purpose is built from our roots and carries a long-standing legacy of innovation, responsibility, and sustainability into the future. Our shared values and Leadership Commitments guide our decisions and actions every day.

JOB DESCRIPTION

We are seeking a highly organized and proactive Remote Administrative Assistant to join our dynamic team. The ideal candidate will be responsible for providing administrative support to ensure efficient operation of the office. This role involves a variety of tasks including managing schedules, handling correspondence, and coordinating meetings. The Remote Administrative Assistant will work independently with little supervision.

TO APPLY, SEND YOUR RESUME TO:

hr@desconprofessionals.pro

Position: Remote Administrative Assistant

Working Hours: 10-40 hours weekly.

Salary: \$26.66/hr

Key Responsibilities:

- Manage and organize schedules, meetings, and appointments.
- Handle email correspondence, draft letters, and respond to inquiries.
- Maintain digital filing systems and ensure documents are properly stored.
- Assist with the preparation of reports, presentations, and other documents.

- Coordinate travel arrangements and itineraries.
- Provide general administrative support to various departments as needed.
- Perform data entry and manage databases.

Qualifications:

- Proven experience as an administrative assistant or in a similar role.
- Excellent organizational and time management skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work independently and manage multiple tasks.
- High attention to detail and problem-solving skills.
- Reliable internet connection and a suitable home office setup.

Benefits:

- Competitive salary
- Flexible working hours
- Remote work environment
- Opportunities for professional development and growth

If you are a self-motivated individual with a passion for administrative work and thrive in a remote setting, we would love to hear from you. Apply today to join our team!