



Operations Support Assistant

Part-Time 15-20 hours per week / 4 Day Flexible Remote Work Schedule

Provide remote administrative, technical and customer service support to our virtual business operations and sales team. Process service evaluations, serve as internal database system contact, and run business and sales reports for internal staff and external clients. Assist the Creative Director with PowerPoint presentations, conduct operational analysis and other administrative and technical projects. The position requires strong technical and analytical skills, database management system knowledge, advanced MS Office (Word, Excel, PowerPoint), and the aptitude to learn new applications quickly.

The ideal candidate will be solution-focused, detail oriented, and creative with excellent communication skills and work both independently and in team collaboration. Exceptional trouble shooting, time-management skills and ability to work within project deadlines are essential. Must be flexible, adaptable and accustomed to working in a remote work capacity.

REA – Partners in Transition, founded in 1981, is an industry leader in providing global career transition and acclimation assistance for the spouses/partners of relocating employees in the U.S. and worldwide. REA offers a welcoming, team oriented, flexible work culture that is built on a foundation of diversity, inclusion and collaboration of each person's unique ideas, values, cultural differences and perspectives. We're proud to actively recruit, hire, train and promote people from a wide variety of backgrounds and experiences regardless of race, religion, color, national origin, age, gender, sexual orientation, veteran status or disability.

Resumes and letters of interest can be email to Marci Kelly at mrutter-kelly@reacareers.com