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Secretary Receptionist Jobs in Australia with Work Visa Sponsorship 2024

Job Location

Australia

Remote work from: IN; USA; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 1150 - USD 1950

Qualifications

10th, 12th, Graduate

Employment Type

Full-time, Part-time

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Date posted

July 16, 2024

Valid through

31.12.2050

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Description

Secretary Receptionist Jobs in Australia with Work Visa Sponsorship 2024

We are seeking a highly organized and efficient Secretary Receptionist to join our team in Australia. As a Secretary Receptionist, you will be responsible for providing administrative support to our team, managing front desk operations, and ensuring a smooth day-to-day operation of the office. This is an excellent opportunity for a motivated and enthusiastic individual to join our dynamic team and relocate to Australia with work visa sponsorship.

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Key Responsibilities

Manage front desk operations, including answering phone calls, responding to emails, and greeting visitors Provide administrative support to the team, including preparing documents, reports, and presentations Maintain accurate and up-to-date records and databases Coordinate travel arrangements, meetings, and events Perform other administrative tasks as required

Visa Sponsorship[Jobs 2024

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Requirements

2+ years of experience as a Secretary or Receptionist Excellent communication, organizational, and time management skills Proficiency in Microsoft Office, particularly Word, Excel, and Outlook Ability to work in a fast-paced environment and prioritize tasks effectively Australian work visa sponsorship available for successful candidates

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Benefits

Competitive salary and benefits package Opportunity to work with a dynamic and growing team Relocation to Australia with work visa sponsorship Professional development and growth opportunities

How to Apply

If you are a motivated and enthusiastic individual looking for a new challenge, please submit your application through our official website. Please ensure you include your resume, cover letter, and any relevant supporting documents.

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