

Secretary Receptionist Jobs in Australia Work with Visa Sponsorship 2024

Hiring organization

Bay Law Office

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

Date posted

July 6, 2024

Valid through

31.12.2050

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Base Salary

USD 1150 - USD 1950

Qualifications

10th, 12th, Graduate

Employment Type

Full-time, Part-time

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Description

About the Job

We are seeking a highly organized and efficient Secretary Receptionist to join our team. As a Secretary Receptionist, you will be the first point of contact for our clients and visitors, providing exceptional customer service and administrative support to our team.

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Key Responsibilities

- Greet and welcome clients and visitors
- Answer and direct phone calls
- Manage and maintain calendars, schedules, and appointments
- Prepare and distribute meeting materials and minutes
- Perform administrative tasks such as filing, data entry, and mail distribution
- Provide general administrative support to the team
- Maintain confidentiality and handle sensitive information with discretion

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Requirements

- 2+ years of experience as a Secretary or Receptionist
- Excellent communication and customer service skills
- Highly organized and able to prioritize tasks effectively
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and as part of a team
- Australian work visa sponsorship available for successful candidates

Benefits

- Competitive salary package
- Opportunity to work with a dynamic and growing team
- Professional development and training opportunities
- Flexible working hours and work-from-home arrangement
- Australian work visa sponsorship

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How to Apply

If you are a motivated and enthusiastic individual with excellent administrative skills, please apply through our official website. Don't miss this opportunity to join our team and take your career to the next level!

Authoritative References Used: Australian Government Department of Home Affairs
Australian Bureau of Statistics Print: Australian Human Resources Institute

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