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Admin Jobs In United Kingdom with Free Visa Sponsorship-2024

Job Location

United Kingdom

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

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Base Salary

USD 18 - USD 40

Qualifications

Graduate/10th/12th

Employment Type

Full-time, Part-time

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Hiring organization

The City of London

Date posted

October 7, 2024

Valid through

31.01.2035

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Description

Admin Jobs In United Kingdom with Free Visa Sponsorship 2024

Location: United Kingdom (Free Visa Sponsorship)

About the Job:

We are seeking Administrative Assistants to join our team in the United Kingdom for 2024.

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This position comes with free visa sponsorship, making it an excellent opportunity for individuals looking to work abroad. As an Administrative Assistant, you will be responsible for handling office tasks, supporting team members, and ensuring smooth day-to-day operations.

Key Responsibilities:

- Manage office tasks such as filing, scheduling, and data entry.
- Handle emails, phone calls, and correspondence.
- Maintain office supplies and equipment.
- Assist in organizing meetings and taking minutes.
- Provide support to other departments as needed.
- Ensure the office environment is organized and efficient.

Visa Sponsorship Jobs 2024

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Requirements:

- High school diploma or equivalent.
- Basic computer skills (Microsoft Office, email, etc.).
- Good communication and organizational skills.
- Ability to handle multiple tasks and meet deadlines.
- Prior experience in an administrative role is a plus but not required.
- Good command of English (knowledge of other languages is a plus).

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Benefits:

- Free visa sponsorship to work in the UK.
- Competitive salary.
- Health insurance and paid leave as per UK labor laws.
- Opportunities for career growth and professional development.
- Supportive and friendly work environment.

How to Apply:

To apply for this position, submit your resume. Apply directly from the official site.

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