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## Assistant Jobs in France Free Visa Sponsorship 2024

### Job Location

France

Remote work from: FR; 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 26 - USD 30

### Qualifications

Graduate/10th/12th

### Employment Type

Full-time, Part-time

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### Hiring organization

Personal Assistant

### Date posted

September 28, 2024

### Valid through

31.01.2035

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## Description

# Assistant Jobs in France Free Visa Sponsorship 2024

**Location:** Canada (Free Visa Sponsorship)

### About the Job:

We are hiring Assistants for 2024 with free visa sponsorship to work in France. As an Assistant, you will provide administrative support, handle office tasks, and help with daily operations. This role is perfect for individuals who are organized, detail-oriented, and looking to start a career abroad.

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### Key Responsibilities:

- Manage office tasks like filing, scheduling meetings, and handling emails.
- Assist in organizing documents and reports.
- Answer phone calls and direct them to the appropriate person.
- Help with scheduling and coordinating appointments.
- Support other team members with day-to-day tasks.
- Maintain a clean and organized work environment.

### Visa Sponsorship[ Jobs 2024

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### Requirements:

- High school diploma or equivalent.
- Basic knowledge of computers and office software (e.g., Microsoft Word, Excel).

- Strong organizational skills.
- Good communication skills in English (French is a plus but not required).
- Ability to handle multiple tasks and prioritize.
- No prior experience needed, training will be provided.

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**Benefits:**

- Free visa sponsorship to work in France.
- Competitive salary.
- Full-time position with flexible working hours.
- Paid training and development.
- Health benefits and other perks as per French labor laws.
- Opportunities for career growth in a supportive environment.

**How to Apply:**

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

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**Important Links**

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