

Assistant Jobs in UK Free Visa Sponsorship 2024

Job Location

United Kingdom

Remote work from: USA; 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 1,450 - USD 2,563

Qualifications

Graduate/10th/12th

Employment Type

Full-time, Part-time

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Hiring organization

Inner Vibe

Date posted

June 20, 2024

Valid through

31.12.2035

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Description

Assistant Jobs in UK Free Visa Sponsorship 2024

Position

Assistant

Location

Work From Home

About the Job

We are seeking a highly motivated and organized Assistant to join our team. As an Assistant, you will provide administrative support to our team, ensuring the smooth operation of our business. This is a fantastic opportunity to work with a dynamic team and gain valuable experience in a fast-paced environment.

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Key Responsibilities

- Provide administrative support to the team, including preparing documents, reports, and presentations
- Manage calendars, schedule appointments, and coordinate travel arrangements
- Handle incoming and outgoing mail, emails, and phone calls
- Maintain accurate and up-to-date records and databases
- Perform other administrative tasks as required

Visa Sponsorship[Jobs 2024

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Requirements

- 1-2 years of experience in an administrative role
- Excellent organizational and communication skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office, particularly Word, Excel, and Outlook
- Strong attention to detail and ability to prioritize tasks

Benefits

- Competitive salary
- Free visa sponsorship for 2024
- Opportunity to work with a dynamic team
- Professional development and growth opportunities
- Flexible working hours and work-from-home arrangement

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How to Apply

If you are a motivated and organized individual looking for a new challenge, please apply through our official website. Please submit your resume and a cover letter outlining your experience and qualifications for the role.

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Important Links

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