

Office Boy Jobs in Australia Free Visa Sponsorship 2024

Job Location

Australia

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 1560 - USD 2345

Qualifications

Graduate/10th/12th

Employment Type

Full-time, Part-time

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Date posted

June 20, 2024

Valid through

31.12.2035

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Description

Office Boy Jobs in Australia Free Visa Sponsorship 2024

Position

Office Boy

Location

Work From Home

About the Job

We are seeking a reliable and organized Office Boy to join our team. As an Office Boy, you will be responsible for providing administrative support to our team, ensuring the smooth operation of our office. This is a great opportunity to work with a dynamic team and gain valuable experience in an office environment.

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Key Responsibilities

- Maintain office supplies and inventory
- Assist with mail and courier services
- Provide general administrative support
- Maintain a clean and organized office environment
- Perform other duties as required

Requirements

- High school diploma or equivalent
- Previous experience in an office environment
- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Basic computer skills

Visa Sponsorship[Jobs 2024

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Benefits

- Competitive salary
- Free visa sponsorship for 2024
- Opportunity to work with a dynamic team
- Professional development opportunities

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How to Apply

If you are a motivated and organized individual, please apply for this exciting opportunity. Apply from the official site.

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