

Office Jobs in Austria Free Visa Sponsorship 2024

Job Location

Austria

Remote work from: AN; 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 2300 - USD 3500

Qualifications

Graduate/10th/12th

Employment Type

Full-time, Part-time

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Hiring organization

Administrative Assistant

Date posted

September 28, 2024

Valid through

31.01.2035

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Description

Office Jobs in Austria Free Visa Sponsorship 2024

About the Job

We are hiring for office jobs in Austria with free visa sponsorship for 2024. This position involves handling various administrative tasks, supporting office staff, and helping to ensure the smooth operation of day-to-day office activities. It's a great opportunity to work in Austria and develop your career in a professional environment.

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Key Responsibilities

- Manage office tasks such as filing, scheduling, and data entry.
- Answer phone calls and emails from clients and partners.
- Assist in organizing meetings and appointments.
- Maintain office supplies and equipment.
- Provide administrative support to senior staff as needed.

Visa Sponsorship[Jobs 2024

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Requirements

- Basic office or administrative experience preferred.
- Good communication skills in English (German is a plus).
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong organizational skills and attention to detail.
- Ability to work independently and manage multiple tasks.

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Benefits

- Free visa sponsorship for 2024.
- Competitive salary based on experience.
- Health insurance and paid leave.
- Accommodation support from the employer.
- Opportunity to grow within the company.

How to Apply

Interested candidates should apply through the official site. We look forward to reviewing your application for this exciting opportunity in Austria!

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Important Links

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