

Receptionist Job in Dubai Visa Sponsorship 2024

Job Location

Dubai

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 20 - USD 40

Qualifications

10th/12th/Graduate

Employment Type

Full-time, Part-time

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Hiring organization

BConnect Solutions Group

Date posted

September 22, 2024

Valid through

31.12.2035

APPLY NOW

Description

Receptionist Job in Dubai Visa Sponsorship 2024

Job Title: Receptionist

Location: Dubai (Visa Sponsorship Available)

About the Job:

We are looking for a friendly and organized Receptionist to join our team in Dubai. This position offers visa sponsorship for the right candidate. If you enjoy working with people and have excellent communication skills, we want to hear from you!

[ad_db1]

Key Responsibilities:

- Greet and assist visitors in a warm and professional manner.
- Answer phone calls and direct inquiries as needed.
- Manage appointment scheduling and bookings.
- Maintain a clean and organized reception area.
- Handle basic administrative tasks and correspondence.

[ad_db2]

Requirements:

- High school diploma or equivalent; additional education is a plus.
- Previous experience as a receptionist or in a similar role.
- Good communication skills in English (Arabic is a plus).
- Strong organizational skills and attention to detail.
- Willingness to relocate to Dubai.

[ad_db3]

Benefits:

- Visa sponsorship available.
- Competitive salary and benefits.
- Opportunity to work in a vibrant city.
- Supportive team environment.
- Opportunities for professional growth.

How to Apply:

If you're interested, please apply through our official site. We look forward to finding the right Receptionist for our team!

Find the Link in [Apply Now](#) (adsbygoogle = window.adsbygoogle || []).push({});

Important Links

Find the Link in [Apply Now](#)

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