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Receptionist 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 1,250 - USD 1,850

Qualifications

Graduate/10th/12th

Employment Type

Full-time, Part-time

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Hiring organization

Robert Walters

Date posted

June 19, 2024

Valid through

31.01.2035

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Description

Receptionist Jobs in Australia Free Visa Sponsorship 2024

Looking for a friendly and exciting role Down Under? Australian businesses are searching for welcoming and organized receptionists to join their teams! **Awesome perk!** Some companies offer visa sponsorship programs to help you work legally in Australia (be sure to confirm details for 2024).

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In this role, you'll be the first impression for visitors and callers:

- Greet guests with a smile and answer their questions.
- Direct calls, emails, and visitors to the appropriate person.
- Schedule appointments and manage calendars.
- Maintain a professional and organized reception area.

We're looking for someone who:

- Has excellent communication and interpersonal skills.
- Is a team player with a positive and helpful attitude.
- Proficient in using computers and common office software.
- Detail-oriented and enjoys keeping things organized.

Visa Sponsorship Jobs 2024

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The benefits are brilliant!

- **Potential visa sponsorship!** (Check with each company for details)

- Be the friendly face that welcomes everyone to the company.
- Work in a fast-paced and dynamic environment.
- Explore all that Australia has to offer – beaches, cities, and more!

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Ready to start your Aussie adventure?

Search online for “Australia Receptionist Jobs with Visa Sponsorship” to find companies looking for their next superstar receptionist!

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