



<https://jobfy.in/jobs/receptionist-jobs-in-uae-free-visa-sponsorship-2024/>

Receptionist Jobs in UAE Free Visa Sponsorship 2024

Job Location

United Arab Emirates

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

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 1300 - USD 1900

Qualifications

Graduate/10th/12th

Employment Type

Full-time, Part-time

(adsbygoogle = window.adsbygoogle || []).push({});

Register Now

- [Part-Time Work From Home – Survey Jobs.](#)

Worldwide Jobs – Latest Jobs in USA, Australia, UK, Canada etc

Apply for Various Jobs in Top Companies in Various Sector.

Launch your global career! Find the latest job openings in the US, Australia, UK, Canada and more. Explore opportunities across top companies and diverse industries – all on one platform. Apply now and take your career international!

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Hiring organization

DHC Group Co. LLC

Date posted

June 19, 2024

Valid through

31.01.2035

APPLY NOW

Want to Apply Jobs from our App Install Now!

- [Install our Job App.](#)

Description

Receptionist Jobs in UAE Free Visa Sponsorship 2024

Position

Receptionist

Location

Work From Home

(adsbygoogle = window.adsbygoogle || []).push({});

About the Job

We are seeking a highly organized and friendly Receptionist to join our team. As a Receptionist, you will be the first point of contact for our clients and visitors, providing exceptional customer service and ensuring a warm welcome to our office. This is a fantastic opportunity to work with a dynamic team and develop your skills in a fast-paced environment.

Key Responsibilities

- **Greet clients and visitors** in a professional and friendly manner
- **Manage incoming and outgoing calls**, taking messages and responding to queries

Visa Sponsorship[Jobs 2024

- [Free Visa Sponsorship Jobs 2024 Apply Now Here.](#)

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



- **Maintain accurate records** and update databases as required
- **Provide administrative support** to the team, including preparing documents and reports
- **Coordinate meetings and appointments**, ensuring all necessary arrangements are made
- **Maintain a clean and organized reception area**, ensuring a positive first impression for clients and visitors

Requirements

- **1-2 years of experience** in a receptionist or administrative role
- **Excellent communication and interpersonal skills**
- **Ability to work in a fast-paced environment**, prioritizing tasks and managing multiple responsibilities
- **Proficient in Microsoft Office**, particularly Word, Excel, and Outlook
- **High school diploma or equivalent** required; degree in a related field an advantage

(adsbygoogle = window.adsbygoogle || []).push({});

Benefits

- **Free visa sponsorship** for successful candidates
- **Competitive salary** and benefits package
- **Opportunities for professional development** and career growth
- **Dynamic and supportive work environment**

How to Apply

If you are a motivated and enthusiastic individual with excellent communication skills, please apply through our official website. Don't miss this opportunity to join our team and take your career to the next level!

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

Important Links

Find the Link in [Apply Now](#)

(adsbygoogle = window.adsbygoogle || []).push({});

