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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

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Base Salary

USD 1300 - USD 1900

Qualifications

Graduate/10th/12th

Employment Type

Full-time, Part-time

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Hiring organization

DHC Group Co. LLC

Date posted

June 19, 2024

Valid through

31.01.2035

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Description

Receptionist Jobs in UAE Free Visa Sponsorship 2024

Position

Receptionist

Location

Work From Home

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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

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- **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

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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!

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Important Links

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