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## Administrative Employee Job In Norway With Free Visa Sponsorship 2024

**Hiring organization**  
MaineHealth

### Job Location

Norway

Remote work from: NO; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

### Date posted

October 8, 2024

### Valid through

31.12.2050

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### Base Salary

Rs. 22 - Rs. 40

### Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

### Employment Type

Full-time, Part-time

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### Description

## Administrative Employee (Free Visa Sponsorship 2024) – Norway

### About the Job

We are seeking organized and detail-oriented Administrative Employees to join our team in Norway. This position offers free visa sponsorship, providing a great opportunity for international candidates. You will be responsible for supporting daily office operations, handling administrative tasks, and ensuring smooth workflow in the office. If you have strong organizational skills and enjoy working in a dynamic

office environment, this role is perfect for you!  
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### Key Responsibilities

- Perform general administrative duties such as answering phones, managing emails, and maintaining office records.
- Assist with scheduling meetings, appointments, and travel arrangements.
- Manage office supplies and ensure the smooth functioning of the office.
- Prepare reports, presentations, and other documents as needed.
- Assist in coordinating company events and activities.

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### Requirements

- High school diploma or equivalent (a degree in a related field is a plus).
- Previous experience in an administrative or office support role is preferred.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Good communication skills in English (Norwegian is a plus but not required).

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### Benefits

- Free visa sponsorship for international candidates.
- Competitive salary based on experience.
- Health insurance.
- Paid time off and public holidays.
- Opportunities for professional development and career growth.

### How to Apply

If you are interested in this Administrative Employee position, please submit your application through the official site. We look forward to welcoming you to our team!

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## **Important Links**