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Receptionist Jobs in Belgium With Free Visa Sponsorship 2024

Hiring organization
Kohler Co.

Job Location

Belgium

Remote work from: BL; 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 1, 2024

Valid through

31.12.2050

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Base Salary

Rs. 16 - Rs. 24

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Receptionist Jobs in Belgium With Free Visa Sponsorship 2024

Position: Receptionist

Location: Work From Home

About the Job:

We are hiring friendly receptionists to join our team in Belgium. This position offers free visa sponsorship. You will be the first point of contact for visitors and help manage office tasks.

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Key Responsibilities:

- Greet visitors and clients warmly.
- Answer phone calls and emails.
- Schedule appointments and manage calendars.
- Maintain office records and files.
- Support other team members as needed.

Visa Sponsorship[Jobs 2024

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Requirements:

- High school diploma or equivalent.
- Previous experience in a receptionist role is a plus.
- Strong communication skills.
- Good organizational skills.
- Basic computer knowledge.

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Benefits:

- Free visa sponsorship.
- Competitive salary.
- Flexible working hours.
- Opportunities for training and development.
- Positive work environment.

How to Apply:

To apply, please visit the official site. We look forward to your application!

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