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Office Staff Jobs in Dubai Free Visa Sponsorship 2024

Job Location

Dubai

Remote work from: IN; USA; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 1150 - USD 1850

Qualifications

10th, 12th, Graduate

Employment Type

Full-time, Part-time

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Hiring organization

Alliance Recruitment Agency

Date posted

July 13, 2024

Valid through

31.12.2050

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Description

Office Staff Jobs in Dubai Free Visa Sponsorship 2024

Position:

Office Staff

Location:

Work From Home

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About the Job

We are seeking a highly organized and efficient Office Staff to join our team. As an Office Staff, you will be responsible for providing administrative support to our team, ensuring the smooth operation of our office, and maintaining a positive and professional work environment.

Key Responsibilities

- **Manage and maintain office records and files**
- **Provide administrative support to the team, including preparing reports and presentations**
- **Coordinate travel arrangements and schedules**
- **Maintain a clean and organized office environment**
- **Perform other administrative tasks as required**

Visa Sponsorship[Jobs 2024

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Requirements

- High school diploma or equivalent required
- 1-2 years of experience in an administrative role
- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and Google Suite

Benefits

- Free visa sponsorship
- Competitive salary and benefits package
- Opportunity to work with a dynamic and growing team
- Flexible working hours and remote work options

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How to Apply

If you are a motivated and organized individual with excellent administrative skills, please apply for this exciting opportunity. To apply, please visit our official website and submit your application, including your resume and a cover letter.

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