

## Admin Supervisor Jobs in Finland with Work Visa Scholarship

**Hiring organization**  
Nordic Prime Logistics OY

### Job Location

Finland

Remote work from: Finland

### Base Salary

USD 3400 - USD 4200

### Date posted

January 2, 2026

### Valid through

30.06.2026

### Qualifications

Graduate Pass

### Employment Type

Full time  
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### Description

**Job Position:** Admin Supervisor

**Company Name:** Nordic Prime Logistics OY

**Base Salary:** 3400-4200

**Qualifications:** Graduate Pass

**Experience:** 2 years in office administration

**Skills:** Strong leadership, advanced MS Office skills, professional communication, and time management efficiency

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**Responsibilities:** Supervising daily administrative tasks, managing office budgets, coordinating staff schedules, and overseeing facility operations

**Description:** Nordic Prime Logistics OY is a premier logistics firm based in Helsinki, Finland. We are currently seeking a dedicated Admin Supervisor to join our growing team. This role is designed for candidates with some experience who are looking to transition into a leadership position within a stable and supportive environment. As an Admin Supervisor, you will be the backbone of our office operations, ensuring that all internal processes run smoothly and that our administrative staff is well-managed and motivated.

Regarding the Work Visa Scholarship aspect of this post, we provide a comprehensive support framework for successful international candidates. While we are not a visa-issuing authority or an agency that can guarantee a permit, we offer a specialized guidance program. This program involves providing you with the necessary details, official documentation, and instructional resources to help you navigate the Finnish immigration system effectively. In some instances, the company may offer a program that assists with the reimbursement of official residence permit fees once you have successfully joined the team on-site in Finland, which serves as a financial scholarship for your transition.

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