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Office Staff Jobs in Australia with No IELTS Required

Job Location

Australia

Remote work from: Australia

Base Salary

USD 2900 - USD 3600

Qualifications

12th Pass or Graduate Pass

Employment Type

Full time
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Description

Job Position: Hotel Management

Company Name: Meriton Suites

Base Salary: 2900-3600

Qualifications: 12th Pass or Graduate Pass

Experience: No Experience Required or 1 year in front desk

Skills: Strong communication skills, reliability, time management, willingness to complete training, and basic computer knowledge for administrative tasks

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Responsibilities: Managing front desk operations, handling guest inquiries, lead customer service team, and overseeing general hotel office administration

Description: This role offers an incredible opportunity for both entry-level and experienced candidates to build a professional career in the Australian hospitality sector. As part of our office staff, you will be the face of our hotel, ensuring that

Hiring organization

Meriton Suites

Date posted

January 8, 2026

Valid through

08.07.2026

every guest receives a world-class welcome and that daily administrative operations run smoothly. Your day will involve coordinating with various departments, managing bookings, and assisting the management team with reporting and office organization. We take pride in being a diverse workplace that values enthusiasm over years of experience, providing full in-house training to ensure you succeed from day one.

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