

Office Staff Jobs in Finland with Free Visa Scholarship

Job Location

Finland

Remote work from: Finland

Base Salary

USD 2600 - USD 3400

Qualifications

12th Pass or Graduate Pass

Employment Type

Full time
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Description

Job Position: Hotel Management

Company Name: Scandic Hotels Finland

Base Salary: 2600-3400 USD per month

Qualifications: 12th Pass or Graduate Pass

Experience: 1 year in hospitality or office administration

Hiring organization

Scandic Hotels Finland

Date posted

January 5, 2026

Valid through

17.07.2026

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Skills: Strong communication skills, reliability, time management, proficiency in English, and willingness to complete training.

Responsibilities: Managing guest records, coordinating front office tasks, handling administrative paperwork, and ensuring high-quality guest service standards.

Description: This position at Scandic Hotels Finland offers a unique opportunity for individuals looking to build a career in the Finnish hospitality sector. As a member of the office staff, you will be responsible for the seamless operation of administrative and guest-facing functions. Your role involves maintaining organized records, responding to professional inquiries, and supporting the management team in daily logistical tasks. This is an ideal role for entry-level candidates or those with

moderate experience who are eager to work in a professional European environment.

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