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Secretary & Receptionist Jobs in Australia Free Visa Scholarship & Sponsorship

Hiring organization

Sapphire Coast Grand Resort

Job Location

Australia

Remote work from: Australia

Base Salary

USD 2900 - USD 3400

Date posted

January 8, 2026

Valid through

21.07.2026

Qualifications

12th Pass or Graduate Pass

Employment Type

Full time
Full time
Full time

Description

Job Position: Hotel Management

Company Name: Sapphire Coast Grand Resort

Base Salary: 2900-3400

Qualifications: 12th Pass or Graduate Pass

Experience: No Experience Required or 1 year

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Skills: Strong communication skills, professional phone etiquette, proficiency in basic computer applications, reliability, and excellent time management

Responsibilities: Greeting guests upon arrival, managing check-ins and check-outs, handling phone inquiries, and providing administrative support to management

Description: Sapphire Coast Grand Resort is seeking dedicated individuals to join our front-of-house team as a Secretary and Receptionist. This role is ideal for entry-level candidates or those with some experience in customer service who wish to

build a career in the Australian hospitality industry. You will serve as the primary point of contact for our guests, ensuring they receive a warm welcome and efficient service throughout their stay. Your daily tasks will include managing room bookings, maintaining organized office records, processing payments, and coordinating with other departments to ensure smooth hotel operations. We value candidates who are punctual, eager to learn, and capable of multitasking in a fast-paced environment.

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