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Admin Manager Jobs in Belgium with Work Visa Sponsorship 2024

Hiring organization
Amentum

Job Location

Belgium

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

Date posted

October 1, 2024

Valid through

31.12.2024

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Base Salary

USD 22,000 - USD 25,000

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Description

Admin Manager Jobs in Belgium with Work Visa Sponsorship 2024

Job Title: Admin Manager

Amentum

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Location: Belgium (Work Visa Sponsorship 2024)

About the Job:

We are seeking an experienced and organized Admin Manager to join our team in Belgium. This position offers work visa sponsorship for 2024, allowing you to work in a dynamic environment. As an Admin Manager, you will oversee administrative functions and ensure smooth operations within the organization.

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Key Responsibilities:

- Manage daily administrative operations and staff
- Develop and implement office policies and procedures
- Coordinate schedules, meetings, and travel arrangements
- Maintain and organize company records and documentation
- Handle correspondence, including emails and phone calls
- Prepare reports and presentations for management
- Supervise and train administrative staff as needed
- Ensure compliance with company policies and legal regulations

Visa Sponsorship[Jobs 2024

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Requirements:

- Bachelor's degree in Business Administration or related field
- Previous experience in an administrative role, preferably in management
- Strong leadership and organizational skills
- Excellent communication skills in English (knowledge of French or Dutch is a plus)
- Proficient in Microsoft Office and other office software
- Ability to manage multiple tasks and prioritize effectively
- Willingness to relocate to Belgium
- Eligible for work visa sponsorship

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Benefits:

- Work visa sponsorship for 2024
- Competitive salary and benefits package
- Opportunities for professional growth and development
- Support with relocation and accommodation
- Positive and collaborative work environment

How to Apply:

To apply, please submit your application from the official site.

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Important Links

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