



<https://jobsleworld.com/jobs/admin-manager-jobs-in-norway-with-free-visa-sponsorship-2024/>

## Admin Manager Jobs in Norway with Free Visa Sponsorship 2024

### Job Location

Norway

Remote work from: NO; 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

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### Base Salary

USD 30,000 - USD 40,000

### Qualifications

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

### Employment Type

Full-time, Part-time

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### Hiring organization

Bauer Media Audio Ireland

### Date posted

October 7, 2024

### Valid through

31.12.2024

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## **Description**

# **Admin Manager Jobs in Norway with Free Visa Sponsorship 2024**

**Position:** Admin Manager

**Location:** Norway (Free Visa Sponsorship Available for 2024)

## **About the Job:**

We are looking for an experienced Admin Manager to join our team in Norway. This position offers free visa sponsorship for international candidates. As an Admin Manager, you will oversee the daily administrative operations of the company, ensuring that office tasks are managed efficiently and effectively. You will also be responsible for supporting senior management and ensuring a smooth workflow in the organization.

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## **Key Responsibilities:**

- Manage day-to-day office administration, including scheduling, correspondence, and record-keeping.
- Supervise and support the administrative staff to ensure smooth office operations.
- Assist with budgeting, procurement, and inventory management.
- Coordinate meetings, events, and travel arrangements for staff and executives.
- Ensure compliance with office policies and procedures.
- Prepare and present reports to senior management.

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### **Requirements:**

- Bachelor's degree in Business Administration, Management, or a related field.
- Previous experience in office administration or management.
- Strong organizational and leadership skills.
- Proficiency in Microsoft Office and other administrative software.
- Excellent communication skills in English (knowledge of Norwegian is a plus).
- Willingness to relocate to Norway and work in a fast-paced environment.

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### **Benefits:**

- Free visa sponsorship for qualified candidates.
- Competitive salary with performance-based bonuses.
- Health insurance and other benefits.
- Paid vacation and holidays.
- Opportunities for career advancement and professional development.

### **How to Apply:**

If you are interested in this opportunity, please apply through the official site. Be sure to include your updated resume and a cover letter highlighting your administrative experience. We look forward to receiving your application!

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**Important Links**

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