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Administrative Employee Jobs in Dubai with Free Visa Sponsorship 2024

Hiring organization
Kazamer

Job Location

Dubai

Remote work from: DU; 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 8, 2024

Valid through
31.12.2050

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Base Salary

USD 35 - USD 40

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Administrative Employee Jobs in Dubai with Free Visa Sponsorship 2024

About the Job:

We are looking for administrative employees to join our team in Dubai with free visa sponsorship available for 2024. This role involves providing administrative support, managing office tasks, and ensuring smooth daily operations. No prior experience is required, as training will be provided.

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Key Responsibilities:

- Handle office tasks such as filing, data entry, and managing records.
- Answer phone calls and emails, and assist with inquiries.
- Schedule appointments and manage calendars for staff.
- Coordinate meetings and arrange necessary materials.
- Assist with general office duties to support the team.

Visa Sponsorship Jobs 2024

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Requirements:

- No prior experience required; training will be provided.
- Basic computer skills (MS Office, email, etc.).
- Good communication skills in English; knowledge of Arabic is a plus.
- Ability to work independently and in a team.
- Willingness to relocate to Dubai and work flexible hours.

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Benefits:

- Free visa sponsorship to live and work in Dubai.
- Competitive salary with opportunities for growth.
- Comprehensive training and support for all employees.
- Health insurance and additional benefits.

How to Apply:

To apply, please visit the official site and submit your resume. Be sure to highlight your interest in administrative work and your availability for relocation to Dubai.

Find the Link in [Apply Now](#) (adsbygoogle = window.adsbygoogle || []).push({});

Important Links Find the Link in [Apply Now](#)

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