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Assistant Jobs in Denmark with Free Visa Sponsorship 2024

Job Location

Denmark

Remote work from: DE; 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 25 - USD 36

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization
CBRE

Date posted
October 9, 2024

Valid through
31.12.2050

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Description

Assistant Jobs in Denmark with Free Visa Sponsorship 2024

About the Job

We are looking for organized and motivated individuals to fill assistant roles in Denmark. This position offers free visa sponsorship and the opportunity to work in various office or administrative settings. As an assistant, you will provide support to managers and teams, ensuring smooth day-to-day operations. If you are detail-oriented and enjoy helping others, this job is perfect for you.

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Key Responsibilities

- Assist with daily office tasks such as filing, scheduling, and answering phones.
- Help organize meetings, appointments, and travel arrangements.
- Maintain office records and handle correspondence.
- Support the team with project coordination and administrative duties.
- Ensure the office environment is organized and efficient.

Visa Sponsorship Jobs 2024

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Requirements

- Must be 18 years or older.
- Basic English speaking and writing skills.
- Previous administrative or assistant experience is a plus but not required.
- Strong communication and organizational skills.
- Ability to work independently and as part of a team.

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Benefits

- Free visa sponsorship to work in Denmark.
- Competitive salary and benefits.
- Paid time off and health insurance.
- Opportunities for career development in office administration.
- Support with relocation and accommodation.

How to Apply

If you are interested in this job, please apply through the official site. Make sure to submit your resume and any required documents.

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