



<https://jobsleworld.com/jobs/office-boy-jobs-in-poland-with-free-visa-sponsorship-2024/>

Office Boy jobs in Poland with Free Visa Sponsorship 2024

Job Location

Poland

Remote work from: IN; 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 - USD 40

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization

Park Hyatt Toronto

Date posted

September 14, 2024

Valid through

31.12.2050

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Description

Office Boy jobs in Poland with Free Visa Sponsorship 2024

Job Title: Office Boy

Location: Poland (Free Visa Sponsorship Available)

About the Job:

We are hiring Office Boys for 2024 in Poland with free visa sponsorship. As an Office Boy, you will support office operations by performing various administrative and support tasks. This role is ideal for those looking to start a career in an office environment. You will assist with maintaining the office's day-to-day operations and ensuring a smooth workflow.

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Key Responsibilities:

- Deliver and collect documents, mail, and other items within the office.
- Maintain cleanliness and organization of office spaces.
- Assist with setting up meeting rooms and equipment.
- Provide support to office staff with administrative tasks.
- Ensure that office supplies are stocked and ordered as needed.
- Handle basic office errands and logistics.

Visa Sponsorship[Jobs 2024

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Requirements:

- No prior experience required; training will be provided.
- Basic understanding of English.
- Ability to work efficiently and handle multiple tasks.
- Good communication skills and a friendly demeanor.
- Reliable and punctual with a strong work ethic.
- Willingness to work flexible hours if needed.

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Benefits:

- Free visa sponsorship for eligible candidates.
- Competitive salary with potential for bonuses.
- Paid accommodation and transportation assistance.
- Health insurance and other employee benefits.
- Opportunities for career development and advancement.
- Experience living and working in Poland, with its rich culture and history.

How to Apply:

Please apply through our official job site or contact our HR department for more details.

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Important Links

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