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Office Boy Jobs in Russia with Free Visa Sponsorship 2024

Hiring organization
Bayshore HealthCare

Job Location

Russia

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

Date posted

July 13, 2024

Valid through

31.12.2024

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Base Salary

USD 22 - USD 80

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Office Boy Jobs in Russia with Free Visa Sponsorship 2024

We are seeking a reliable and organized Office Boy to join our team in Russia. As an Office Boy, you will be responsible for providing administrative support to our office team, ensuring the smooth operation of our office, and maintaining a positive and professional work environment. This is a great opportunity to work with a dynamic team and gain valuable experience in an international setting.

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Key Responsibilities

Assist with daily office tasks, such as photocopying, scanning, and filing documents Maintain a clean and organized office environment, including the reception area and common spaces Provide administrative support to the office team, including preparing meeting materials and taking minutes Manage office supplies and inventory, and place orders as needed Perform other administrative tasks as required

Visa Sponsorship[Jobs 2024

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Requirements

High school diploma or equivalent required 1-2 years of experience in an administrative role Excellent communication and organizational skills Ability to work in a fast-paced environment and prioritize tasks effectively Fluency in English and Russian languages

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Benefits

Competitive salary and benefits package Free visa sponsorship for successful candidates Opportunity to work with a dynamic and international team Professional development and growth opportunities

How to Apply

If you are a motivated and organized individual with excellent administrative skills, please submit your application through our official website. Please include your resume, cover letter, and any relevant supporting documents. We look forward to hearing from you!

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