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Office Boy Jobs in USA with Free Visa Sponsorship 2024

Job Location

United States

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 37 - USD 52

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization

EOS Hospitality Knights Key Employee LLC

Date posted

July 9, 2024

Valid through

31.12.2050

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Description

Office Boy Jobs in United States with Free Visa Sponsorship 2024

We are seeking a reliable and organized Office Boy to join our team. As an Office Boy, you will be responsible for providing administrative support to our team, ensuring the smooth operation of our office, and performing various tasks as needed.

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Key Responsibilities

Assist with daily office tasks, such as filing, photocopying, and scanning documents
Maintain a clean and organized office environment, including the reception area and common spaces
Provide administrative support to team members, including preparing materials for meetings and presentations
Manage office supplies and inventory, ordering new supplies as needed
Perform other tasks as assigned by management, such as running errands or completing special projects.

Visa Sponsorship[Jobs 2024

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Requirements

High school diploma or equivalent required 1-2 years of experience in an administrative or office support role Excellent communication and organizational skills Ability to work independently and as part of a team Basic computer skills, including Microsoft Office and email.

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Benefits

Competitive salary Free visa sponsorship for eligible candidates Opportunities for professional growth and development Flexible work schedule, including the option to work from home

How to Apply

If you are a motivated and organized individual with a passion for administrative support, we encourage you to apply for this exciting opportunity. Please submit your application, including your resume and a cover letter, through our official website.

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