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Office Worker

Job Location

Netherland

Remote work from: GE; 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 2,200 - USD 2,800

Qualifications

Hiring organization

Philips

Date posted

January 17, 2025

Valid through 31.07.2025

APPLY NOW

High School Diploma or equivalent (Bachelor's degree preferred but not mandatory).

Employment Type

Full-time

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Description

Office Worker Job in Netherlands – Philips Careers

Are you looking for an office worker job in the Netherlands? Philips, a globally renowned leader in health technology, is hiring for office worker positions. This is an excellent opportunity to join a professional work environment with opportunities for growth. If you're seeking a visa sponsorship job, this role is ideal for you!

Office Worker Job in Netherlands

Company: Philips Position: Office Worker Location: Netherlands

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Philips Jobs Apply Online

Details Information

Selection Process Online Application, Virtual Interview Qualification High School Diploma or equivalent Skills

Basic computer skills, time management,

teamwork

Eligibility Criteria Minimum Visa Age: 18 years.

sponsorship available

Salary EUR 2,200 - 2,800 Per Month

Experience Freshers and Experienced Candidates

Welcome

Online Application **Apply Method Application Medium** Philips Official Website **Last Date to Apply** Ongoing Recruitment

Working Hours 9:00 AM - 5:30 PM, Monday to Friday

Job Description

Philips is seeking motivated office workers to perform administrative tasks, manage office operations, and support team members. If you have basic computer skills and enjoy working in an organized environment, this is the perfect opportunity to grow your career.

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Responsibilities

- Organize and manage office files and documents.
- Handle data entry and basic administrative tasks.
- · Schedule meetings and maintain calendars.

- Respond to phone calls and emails professionally.
- · Assist team members with office tasks.
- Prepare reports and presentations as required.
- Ensure the office space is well-organized and functional.

Skills

- Proficiency in basic computer applications (Microsoft Office).
- · Good communication and interpersonal skills.
- Time management and organizational abilities.
- Teamwork and adaptability.
- Attention to detail and accuracy.

Qualifications

- High School Diploma or equivalent (Bachelor's degree preferred but not mandatory).
- Willingness to learn and grow in an office environment.

Experience

• Freshers are encouraged to apply. Experienced candidates are also welcome.

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Join **Philips** as an **office worker** in the Netherlands. Enjoy competitive pay, professional growth opportunities, and **visa sponsorship** to help you build your **integrational growth** and take the first step toward a rewarding career!