



<https://jobsleworld.com/jobs/office-worker-jobs-in-germany-deutsche-post-careers/>

## Office Worker

### Job Location

Germany

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 4,500 - USD 5,500

### Qualifications

### Hiring organization

Deutsche Post

### Date posted

January 21, 2025

### Valid through

31.07.2025

APPLY NOW

High School Diploma or equivalent (required).

### Employment Type

Full-time

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### Description

## Office Worker Jobs in Germany – Deutsche Post Careers

Looking for **office worker jobs in Germany** with **visa sponsorship**? Deutsche Post, one of Germany's top logistics and postal service companies, is hiring for office worker positions. If you're searching for **jobs hiring near me**, **visa sponsorship jobs**, or opportunities in a professional environment, this is your chance to join a reputed organization.

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### Deutsche Post Office Worker Jobs in Germany

**Company:** Deutsche Post

**Position:** Office Worker

**Location:** Multiple Locations in Germany (Berlin, Munich, Frankfurt, Hamburg, and more)

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### Deutsche Post Careers – Apply Online

Details	Information
<b>Selection Process</b>	Online Application, Interview, Skills Assessment
<b>Qualification</b>	High School Diploma or equivalent
<b>Skills</b>	Organizational skills, computer proficiency, teamwork
<b>Eligibility Criteria</b>	Minimum Age: 18 years
<b>Salary</b>	EUR 2,200 – 3,000 Per Month
<b>Experience</b>	Entry-level and experienced candidates can apply
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Official Deutsche Post Careers Website
<b>Last Date to Apply</b>	As soon as possible
<b>Working Hours</b>	8:30 AM – 5:00 PM

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### Job Description

Deutsche Post is hiring **office workers** to support daily operations in their offices across Germany. This role involves administrative tasks, data entry, and communication support. Join a dynamic team with opportunities for growth and a professional work environment.

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### Responsibilities

- Manage daily office tasks, such as filing, organizing, and scheduling.
- Perform data entry and maintain accurate records.

- Handle incoming and outgoing correspondence.
- Support team members with administrative tasks.
- Ensure office supplies are well-stocked and ordered when needed.
- Maintain professional communication with clients and colleagues.
- Use office software for document preparation and reporting.

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## Skills

- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Excellent written and verbal communication skills.
- Ability to work both independently and as part of a team.
- Basic knowledge of German (preferred but not required).

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## Qualifications

- High School Diploma or equivalent (required).
- Certification in office management or administration (preferred).

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## Experience

- No prior experience is necessary for entry-level roles.
- Candidates with office or administrative experience will have an advantage.

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**Apply now** to become an **office worker at Deutsche Post in Germany**. With **visa sponsorship** and competitive pay, this is a great opportunity to grow your career in a stable and supportive environment. Don't wait—submit your application

**Important Links**

**Find the Link in [Apply Now](#)**

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