



<https://jobsleworld.com/jobs/receptionist-jobs-in-australia-qantas-careers/>

## Receptionist

### Job Location

Australia

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 2,800 - USD 3,500

### Qualifications

### Hiring organization

Qantas

### 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

### Receptionist Jobs in Australia – Qantas Careers

Looking for **receptionist jobs in Australia** with **free visa sponsorship**? Qantas, Australia's largest airline, is hiring for **receptionist positions** in multiple locations across the country. If you're looking for **work visa jobs, remote jobs, or jobs hiring near me**, Qantas offers fantastic opportunities to work in a dynamic and welcoming environment.

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### Qantas Receptionist Jobs in Australia

**Company:** Qantas

**Position:** Receptionist

**Location:** Multiple Locations in Australia (Sydney, Melbourne, Brisbane, Adelaide, Perth, and more)

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### Qantas Careers – Apply Online

Details	Information
<b>Selection Process</b>	Online Application, Interview
<b>Qualification</b>	High School Diploma or Equivalent
<b>Skills</b>	Customer service, communication, multitasking
<b>Eligibility Criteria</b>	Minimum Age: 18 years
<b>Salary</b>	AUD 28-35 per hour
<b>Experience</b>	Entry-level and experienced candidates can apply
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Official Qantas Careers Website
<b>Last Date to Apply</b>	As soon as possible
<b>Working Hours</b>	Full-time and Part-time options available

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### Job Description

Qantas is looking for enthusiastic and organized **receptionists** to join their team in Australia. As a receptionist, you'll be the first point of contact for visitors and customers, providing excellent service and support. If you're seeking a **visa sponsorship job** with **work visa** opportunities, this role is a perfect fit.

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### Responsibilities

- Greet visitors and customers with a warm and welcoming attitude.
- Answer phone calls and direct them to the appropriate departments.
- Provide general information and assist with inquiries.

- Schedule appointments and manage calendars for staff members.
- Handle incoming and outgoing mail and packages.
- Maintain a clean and organized reception area.
- Assist with administrative duties as needed.
- Ensure all customer and visitor interactions are positive and professional.

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## Skills

- Strong communication and interpersonal skills.
- Excellent customer service abilities.
- Ability to multitask and prioritize in a busy environment.
- Proficiency with basic office equipment (phone systems, computers, etc.).
- Attention to detail and organizational skills.
- Ability to work both independently and as part of a team.

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## Qualifications

- High School Diploma or equivalent required.
- Previous experience as a receptionist or in customer service is an advantage.

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## Experience

- Both **entry-level** and **experienced** candidates are encouraged to apply.
- Previous receptionist, administrative, or customer service experience is preferred.

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**Apply now** to join Qantas as a **receptionist** in Australia. With **visa sponsorship**, competitive pay, and opportunities for career growth, this is a great chance to build your career in the hospitality and customer service industry. Don't miss out—submit your application today!

**Important Links**

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

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