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Receptionist Jobs in Austria with Free Visa Sponsorship 2024

Hiring organization
Mountain Warehouse

Job Location

Austria

Remote work from: Au; 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

October 9, 2024

Valid through

31.12.2050

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Base Salary

USD 30 - USD 40

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Receptionist Jobs in Austria with Free Visa Sponsorship 2024

About the Job

We are seeking friendly and organized receptionists to join our team in Austria. This position offers free visa sponsorship and provides the opportunity to work in a dynamic environment, welcoming guests and providing excellent customer service. If you enjoy interacting with people and are detail-oriented, this job is perfect for you.

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Key Responsibilities

- Greet and assist guests upon arrival.
- Manage phone calls and respond to inquiries.
- Schedule appointments and maintain the reception area.
- Handle administrative tasks such as filing and data entry.
- Ensure a positive experience for all visitors.

Visa Sponsorship Jobs 2024

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Requirements

- Must be 18 years or older.
- Basic English or German speaking skills; knowledge of other languages is a plus.
- Previous experience in a receptionist or customer service role is preferred.
- Strong communication and organizational skills.
- Ability to work flexible hours, including weekends if necessary.

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Benefits

- Free visa sponsorship to work in Austria.
- Competitive salary and benefits package.
- Health insurance and paid time off.
- Opportunities for career advancement in the hospitality industry.
- Support with relocation and accommodation.

How to Apply

If you are interested in this job, please apply through the official site. Make sure to submit your resume and any required documents.

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