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Receptionist Jobs in France with Free Visa Sponsorship 2024

Job Location

France

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 33 - USD 54

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization

Haileybury Rendall School

Date posted

July 11, 2024

Valid through

31.12.2050

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Description

Receptionist Jobs in France with Free Visa Sponsorship 2024

We are seeking a highly organized and friendly Receptionist to join our team in France. As a Receptionist, you will be the first point of contact for our clients and visitors, providing exceptional customer service and ensuring a warm welcome to our office. This is an excellent opportunity to work with a dynamic team and develop your skills in a fast-paced environment.

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Key Responsibilities

Manage the front desk and ensure a smooth day-to-day operation Greet clients and visitors, answer phone calls, and respond to emails Coordinate meetings, appointments, and events Maintain accurate records and perform administrative tasks Provide general administrative support to the team

Visa Sponsorship[Jobs 2024

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Requirements

Fluent in French and English (written and spoken) Previous experience as a Receptionist or in a similar role Excellent communication and organizational skills Ability to work in a fast-paced environment High school diploma or equivalent required

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Benefits

Competitive salary and benefits package Free visa sponsorship for successful candidates Opportunity to work with a dynamic team in France Professional development and growth opportunities A fun and supportive work environment

How to Apply

If you are a motivated and enthusiastic individual, please submit your application through our official website. Please ensure you attach your resume and a cover letter outlining your experience and qualifications for the role. We look forward to hearing from you!

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