

<https://jobsleworld.com/jobs/receptionist-jobs-in-poland-with-free-visa-sponsorship-2024/>

Receptionist Jobs in Poland with Free Visa Sponsorship 2024

Job Location

Poland

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

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 60 - USD 70

Qualifications

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

Employment Type

Full-time, Part-time

(adsbygoogle = window.adsbygoogle || []).push({});

Register Now

- [Part-Time Work From Home – Survey Jobs.](#)

Worldwide Jobs – Latest Jobs in USA, Australia, UK, Canada etc

Apply for Various Jobs in Top Companies in Various Sector.

Launch your global career! Find the latest job openings in the US, Australia, UK, Canada and more. Explore opportunities across top companies and diverse industries – all on one platform. Apply now and take your career international!

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Hiring organization

Lancemore Hotel Group

Date posted

August 12, 2024

Valid through

31.12.2050

APPLY NOW

Want to Apply Jobs from our App Install Now!

- [Install our Job App.](#)

Description

Receptionist

Job Summary:

We are seeking a highly organized and customer-focused Receptionist to join our team in Poland, with free visa sponsorship for 2024. As the first point of contact for our clients and visitors, you will be responsible for providing exceptional customer service, managing front desk operations, and supporting our administrative team.

(adsbygoogle = window.adsbygoogle || []).push({});

Key Responsibilities:

Front Desk Operations:

- **Greet and welcome clients, visitors, and employees in a professional and friendly manner**
- Manage and maintain a clean and organized reception area
- Answer and direct phone calls, take messages, and respond to emails
- Coordinate and schedule appointments, meetings, and events

Administrative Support:

- **Provide administrative support to the team, including preparing documents, reports, and presentations**
- Manage and maintain accurate and up-to-date records and databases
- Assist with mail and package distribution, and maintain office supplies

Customer Service:

- **Respond to client inquiries and resolve issues in a timely and professional manner**
- Provide exceptional customer service, ensuring high levels of client satisfaction
- Build and maintain strong relationships with clients and visitors

Visa Sponsorship[Jobs 2024

- [Free Visa Sponsorship Jobs 2024 Apply Now Here.](#)

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the

Latest Jobs



Other Responsibilities:

- **Maintain confidentiality and handle sensitive information with discretion**
- Participate in team meetings and contribute to the development of new ideas and initiatives
- Perform other administrative tasks as required

Requirements:

Education:

- **High school diploma or equivalent required; degree in business administration, hospitality, or a related field preferred**

Experience:

- **Minimum 1-2 years of experience in a receptionist or administrative role**
- Experience in a customer-facing environment, with a focus on providing exceptional customer service

Skills:

- **Excellent communication, organizational, and time management skills**
- Proficient in Microsoft Office, particularly Outlook, Word, and Excel
- Ability to work in a fast-paced environment, with a high level of accuracy and attention to detail
- Fluency in English and Polish languages (written and spoken)

(adsbygoogle = window.adsbygoogle || []).push({});

Visa Sponsorship:

- **Free visa sponsorship for 2024, with assistance in obtaining a work visa and relocation to Poland**

What We Offer:

- **Competitive salary and benefits package**
- Opportunities for professional growth and development
- Collaborative and dynamic work environment

- Free visa sponsorship and relocation assistance

Find the Link in [Apply Now](#) (adsbygoogle = window.adsbygoogle || []).push({});

Important Links

Find the Link in [Apply Now](#)

(adsbygoogle = window.adsbygoogle || []).push({});