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Receptionist Jobs in United Kingdom with Free Visa Sponsorship 2024

Job Location

United Kingdom

Remote work from: UK; 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 20 - USD 30

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization

The ExtraCare Charitable Trust

Date posted

October 9, 2024

Valid through

31.12.2050

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Description

Receptionist Jobs in United Kingdom with Free Visa Sponsorship 2024

About the Job

We are seeking friendly and professional individuals to fill receptionist positions in the United Kingdom. This job comes with free visa sponsorship and is a great opportunity to work in a dynamic environment, welcoming guests and handling office tasks. If you have excellent communication skills and enjoy working with people, this role is perfect for you.

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Key Responsibilities

- Greet and assist visitors and clients.
- Answer phone calls and manage emails.
- Schedule appointments and meetings.
- Maintain office records and handle basic administrative duties.
- Ensure the reception area is clean and organized.

Visa Sponsorship Jobs 2024

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Requirements

- Must be 18 years or older.
- Basic English speaking and writing skills.
- Previous experience as a receptionist or in customer service is a plus but not required.
- Strong communication and organizational skills.
- Must pass a background and health check.

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Benefits

- Free visa sponsorship to work in the United Kingdom.
- Competitive salary and benefits.
- Paid time off and health insurance.
- Opportunities for career growth in office administration.
- 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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Important Links

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