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Receptionists Jobs in France with Free Visa Sponsorship 2024

Hiring organization
Smitty's

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

Date posted
July 8, 2024

Valid through
31.12.2050

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Base Salary

USD 35 - USD 55

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Receptionists Jobs in France with Free Visa Sponsorship 2024

We are seeking a highly organized and friendly Receptionist to join our team. 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 a fantastic opportunity to work with a dynamic team and develop your skills in a fast-paced environment.

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Key Responsibilities

- Greet clients and visitors in a professional and friendly manner
- Answer and direct phone calls to the appropriate person or department
- Manage and maintain a clean and organized reception area
- Perform administrative tasks such as scheduling appointments and preparing documents
- Provide exceptional customer service to ensure a positive experience for our clients and visitors
- Maintain confidentiality and handle sensitive information with discretion

Visa Sponsorship Jobs 2024

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Requirements

- 1-2 years of experience in a receptionist or administrative role
- Fluent in French and English (written and spoken)
- Excellent communication and organizational skills
- Ability to work in a fast-paced environment and prioritize tasks effectively
- High school diploma or equivalent required

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Benefits

- Free Visa Sponsorship for successful candidates
- Competitive salary and benefits package
- Opportunity to work with a dynamic team and develop your skills
- Flexible working hours and remote work options

How to Apply

If you are a motivated and enthusiastic individual who is passionate about providing exceptional customer service, please apply through our official website. Don't miss this opportunity to join our team and take your career to the next level!

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