



<https://jobsleworld.com/jobs/office-worker-job-in-netherlands-philips-careers/>

## Office Worker

### Job Location

Netherland

Remote work from: GE; 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 2,200 - USD 2,800

### Qualifications

### Hiring organization

Philips

### Date posted

January 17, 2025

### Valid through

31.07.2025

APPLY NOW

High School Diploma or equivalent (Bachelor's degree preferred but not mandatory).

### Employment Type

Full-time

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### Description

## Office Worker Job in Netherlands – Philips Careers

Are you looking for an **office worker job** in the Netherlands? Philips, a globally renowned leader in health technology, is hiring for office worker positions. This is an excellent opportunity to join a professional work environment with opportunities for growth. If you're seeking a **visa sponsorship job**, this role is ideal for you!

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### Office Worker Job in Netherlands

**Company:** Philips

**Position:** Office Worker

**Location:** Netherlands

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### Philips Jobs Apply Online

Details	Information
<b>Selection Process</b>	Online Application, Virtual Interview
<b>Qualification</b>	High School Diploma or equivalent
<b>Skills</b>	Basic computer skills, time management, teamwork
<b>Eligibility Criteria</b>	Minimum Age: 18 years, Visa sponsorship available
<b>Salary</b>	EUR 2,200 – 2,800 Per Month
<b>Experience</b>	Freshers and Experienced Candidates Welcome
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Philips Official Website
<b>Last Date to Apply</b>	Ongoing Recruitment
<b>Working Hours</b>	9:00 AM – 5:30 PM, Monday to Friday

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### Job Description

Philips is seeking motivated **office workers** to perform administrative tasks, manage office operations, and support team members. If you have basic computer skills and enjoy working in an organized environment, this is the perfect opportunity to grow your career.

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### Responsibilities

- Organize and manage office files and documents.
- Handle data entry and basic administrative tasks.
- Schedule meetings and maintain calendars.

- Respond to phone calls and emails professionally.
- Assist team members with office tasks.
- Prepare reports and presentations as required.
- Ensure the office space is well-organized and functional.

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## Skills

- Proficiency in basic computer applications (Microsoft Office).
- Good communication and interpersonal skills.
- Time management and organizational abilities.
- Teamwork and adaptability.
- Attention to detail and accuracy.

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## Qualifications

- High School Diploma or equivalent (Bachelor's degree preferred but not mandatory).
- Willingness to learn and grow in an office environment.

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## Experience

- Freshers are encouraged to apply. Experienced candidates are also welcome.

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Join **Philips** as an **office worker** in the Netherlands. Enjoy competitive pay, professional growth opportunities, and **visa sponsorship** to help you build your future. Apply now and take the first step toward a rewarding career!

**Important Links**

**Find the Link In [Apply Now](#)**

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