



<https://worldwide.govhelp.in/job/admin-coordinator-jobs-in-australia-free-visa-sponsorship-2024/>

## Admin Coordinator Jobs in Australia Free Visa Sponsorship 2024

**Hiring organization**  
Queensland Corrective Services

### Job Location

Australia

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

April 20, 2024

### Valid through

31.12.2050

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### Base Salary

USD 1560 - USD 1980

### Qualifications

10th, 12th, Graduate, Post Graduate

### Employment Type

Full-time

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## Description

## Queensland Corrective Services Careers

### Admin Coordinator Jobs in Australia (Free Visa Sponsorship Possible)

#### High Demand in:

- Sydney, New South Wales (NSW)
- Melbourne, Victoria (VIC)
- Brisbane, Queensland (QLD)
- Perth, Western Australia (WA)
- Adelaide, South Australia (SA)

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#### Job Description:

- Provide exceptional administrative and operational support to a busy team.
- Manage calendars, schedules, and travel arrangements.
- Coordinate meetings, events, and conferences.
- Oversee office administration tasks like filing, document creation, and database management.
- Maintain strong communication and interpersonal skills to liaise with clients and colleagues.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is essential.

#### Salary:

- Competitive salary based on experience (industry standard for Admin Coordinators in Australia).

#### Benefits:

- Potential for visa sponsorship (check with individual employers for details).
- Opportunity to work in a dynamic and growing industry.
- Be part of a supportive and collaborative team environment.

## Visa Sponsorship Jobs 2024

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### Why Choose Australia?

- Excellent work-life balance and culture.
- Stunning beaches, diverse landscapes, and vibrant cities.
- A thriving economy with a high standard of living.

### Trending Hashtags for LinkedIn:

- #AdminJobsAustralia
- #AustraliaVisaSponsorship
- #WorkinAustralia
- #MovetoAustralia
- #AdminCoordinator

### So, why wait?

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Start your job search today and take advantage of the high demand for Admin Coordinators in Australia. With the possibility of visa sponsorship, this could be your chance to live and work in a fantastic country!

New Queensland Government Jobs for Admin Coordinators are expected to grow significantly in the coming years. There are more jobs available than qualified candidates!

Don't miss out on this exciting opportunity!

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#### Important Links

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