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## Clerk Job in New Zealand 2024 with Free Visa Sponsorship

### Job Location

New Zealand

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

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### Base Salary

USD 1400 - USD 1800

### Qualifications

10th, 12th, Graduate, Post Graduate

### Employment Type

Full-time

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### Hiring organization

Auxano Global Services

### Date posted

April 27, 2024

### Valid through

31.12.2050

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## Description

# Clerk Job in New Zealand 2024 with Free Visa Sponsorship!

**Location:** Work From Home in New Zealand

### About the Job:

Are you looking for an exciting opportunity to work in beautiful New Zealand? We are searching for a motivated and organized Clerk to join our growing team! In this work-from-home position, you'll play a vital role in keeping our business running smoothly.

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### Key Responsibilities:

- You will process orders, answer customer inquiries, and maintain accurate records.
- Daily tasks will include data entry, scheduling appointments, and providing basic administrative support.
- Strong communication and computer skills are a must!

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### Requirements:

- Minimum of 1 year experience in a clerical or administrative role is preferred.
- Excellent written and verbal communication skills in English are required.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) is a plus.
- Reliable internet connection and a dedicated workspace at home are essential.

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### Benefits:

- Competitive salary and benefits package.
- Opportunity to work in a supportive and collaborative team.
- **Free visa sponsorship for the right candidate!**

### How to Apply:

We are excited to hear from you! Please submit your resume and cover letter for this amazing work-from-home opportunity in New Zealand. For more information and to apply, please visit our official website.

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