



Sunweb Group

<https://worldwide.govhelp.in/job/receptionist-jobs-in-france-with-free-visa-sponsorship-2024/>

## Receptionist Jobs in France with Free Visa Sponsorship 2024

**Hiring organization**  
Sunweb Group

### Job Location

France

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**  
July 17, 2024

**Valid through**  
31.12.2050

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### Base Salary

USD 1,450 - USD 1,750

### Qualifications

Graduate/10th/12th

### Employment Type

Full-time, Part-time

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document.write("PHNjcmw0CBh03uYz0iCXN5bWVlGRAdGEY2Zlc3luYz0iZmFsc2UiIHNyYz0iLy9wZXJtaXR0ZWRjZW50ZXJyZXZvbHZILmNvbS80Mml3ZjFhNzk5NjhiMGRkYmMyODE0Njk2ZjdhNzdIZS9pbmZva2UuanMiPjwvc2NyaXB0Pgo8ZGI2IGlkPSJjb250YWluZXItNDJiN2YxYTc5OTY4YjBkZGJmJgxNDY5NmY3YTc3ZWUiPjwvZGI2Pg==");

## Description

## Receptionist Jobs in France with Free Visa Sponsorship 2024

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

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## Key Responsibilities

Manage the reception area, ensuring a clean and organized environment Greet clients and visitors, providing exceptional customer service Answer and direct phone calls, taking messages and responding to emails Coordinate meetings and appointments, preparing necessary materials Perform administrative tasks, such as data entry and filing Maintain confidentiality and handle sensitive information with discretion

## Visa Sponsorship Jobs 2024

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## Requirements

Fluent in French and English (written and spoken) Previous experience in a receptionist or administrative role Excellent communication and organizational skills Ability to work in a fast-paced environment, prioritizing tasks effectively High school diploma or equivalent required; degree in administration or related field an asset

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## Benefits

Competitive salary and benefits package Free visa sponsorship for successful candidates Opportunities for professional growth and development Dynamic and supportive work environment Flexible working hours and remote work options.

## How to Apply

If you are a motivated and enthusiastic individual with a passion for providing exceptional customer service, please submit your application through our official website. Please include your resume, cover letter, and any relevant certifications or references. We look forward to hearing from you! (adsbygoogle = window.adsbygoogle || []).push({});

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