



Ваш надежный помощник

Receptionist, 40000 грн.

📍 Киев, 🕒 30 апреля
2025

Компания: [Europes Logistic LTD](https://jobs.ua/company/id/1640317) (<https://jobs.ua/company/id/1640317>) ([Все вакансии](#))

Рубрики: [Офисный персонал](#), [Работа для студентов](#), [Работа без квалификации](#)

Пожелания к сотруднику

Образование: не имеет значения
Опыт работы: не требуется
График работы: удаленная работа

Описание вакансии

Requirements

Remote Receptionist – Work From Home
Remote | Full-Time | Immediate Start

We are currently hiring a **Remote Receptionist** to join our growing team.

Job Responsibilities:

- Answer incoming phone calls and direct messages as needed
- Respond to customer inquiries via email or web forms
- Provide friendly and professional support
- Log and forward queries to the appropriate departments

Requirements:

- No previous experience necessary - full training provided
- Reliable internet connection
- Basic computer and communication skills
- Friendly, responsible, and organized
- Ability to work independently from home

What We Offer:

- Monthly salary: **25,000 UAH to 40,000 UAH**
- Full-time remote position
- Flexible working hours
- Supportive team and training provided
- Immediate start

Position Available Now

If you're looking for a stable opportunity to work from home, this is your chance!

To apply, please send a brief introduction or CV

Контактная информация

Контактное лицо: EvaEdblom