



Receptionist, 40000 грн.

📍 Київ, ⏲ 30 квітня 2025

Компанія: [Europes Logistic LTD](https://jobs.ua/company/id/1640317) ([Bci вакансії](https://jobs.ua/company/id/1640317))

Рубрики: [Офісний персонал](#), [Робота для студентів](#), [Робота без кваліфікації](#)

Побажання до співробітника

Освіта: не має значення

Досвід роботи: не вимагається

Графік роботи: віддалена робота

Опис вакансії

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

Контактна інформація

Контактна
особа:

EvaEdbлом