



<https://jobsareahub.com/job/office-staff-jobs-in-poland-pwc-careers/>

Office Staff

Job Location

Poland

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

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Base Salary

USD 1,330 - USD 2,900

Qualifications

Hiring organization

PwC

Date posted

February 10, 2025

Valid through

31.08.2025

APPLY NOW

No formal education is required.

Employment Type

Full-time

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Description

Office Staff Jobs in Poland – PwC Careers

Are you looking for **Office Staff Jobs in Poland** with **free visa sponsorship**? **PwC**, a leading global consulting and accounting firm, is hiring **office staff** for multiple locations in Poland. If you are searching for **jobs hiring near me**, **clerical jobs**, or **office administration roles**, this is a great opportunity.

PwC Office Staff Jobs in Poland

Company: PwC

Position: Office Staff

Location: Multiple Locations, Poland

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PwC Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview
Qualification	High School Diploma or Bachelor's Degree
Skills	Communication, MS Office, Data Entry, Organization
Eligibility Criteria	Minimum Age: 18 years
Salary	PLN 4,500 – 7,000 Per Month
Experience	Freshers & experienced candidates can apply
Apply Method	Online Application
Application Medium	Official PwC Careers Website
Last Date to Apply	As soon as possible
Working Hours	Monday to Friday

Job Description

PwC is hiring **office staff** to handle administrative and clerical tasks across its offices in Poland. If you are looking for **visa sponsorship jobs in Poland**, **office assistant jobs**, or **administration jobs**, this is a great opportunity.

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Responsibilities

- Manage office files, documents, and records.
- Assist in scheduling meetings and handling correspondence.
- Perform data entry and maintain databases.
- Support office management and team coordination.
- Handle phone calls, emails, and other communications.

Skills

- Strong communication and organizational skills.
- Knowledge of MS Office (Word, Excel, PowerPoint).
- Ability to multitask and work under deadlines.
- Attention to detail and accuracy.

Qualifications

- High School Diploma or Bachelor's Degree in any field.
- Basic Polish or English language skills.

Experience

- Freshers & experienced candidates can apply.
- Previous experience in administration or clerical work is a plus.

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Apply now for Office Staff Jobs in Poland with PwC Careers. Whether you're looking for **visa sponsorship jobs**, **administration roles**, or **clerical work**, this is your chance. Submit your application today!

Important Links

Find the Link in [Apply Now](#)

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