



<https://jobsareahub.com/job/office-staff-jobs-in-poland-pzu-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 1,520 - USD 2,600

Qualifications

Hiring organization

PZU

Date posted

February 14, 2025

Valid through

31.08.2025

APPLY NOW

High school diploma or above.

Employment Type

Full-time

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Description

Office Staff Jobs in Poland – PZU Careers

Are you looking for **office staff jobs in Poland** with **free visa sponsorship**? PZU, one of Poland's largest financial and insurance companies, is hiring **office staff** for various roles, including administrative support, customer service, and data entry. This is a great opportunity for those searching for **work visa jobs, jobs hiring near me, or office administration jobs** in Poland.

PZU Office Staff Jobs in Poland

Company: PZU

Position: Office Staff

Location: Multiple Locations in Poland (Warsaw, Kraków, Wrocław, Gdańsk, Poznań)

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PZU Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview, Skill Test
Qualification	High school diploma or above
Skills	Communication, data entry, MS Office, customer service
Eligibility Criteria	Minimum Age: 18 years
Salary	PLN 4,000 – PLN 6,500 per month
Experience	Freshers and Experienced candidates can apply
Apply Method	Online Application
Application Medium	Official PZU Careers Website
Last Date to Apply	As soon as possible
Working Hours	Monday to Friday (9:00 AM – 5:00 PM)

Job Description

PZU is hiring **office staff** to assist with administrative and customer service tasks. This role is perfect for individuals looking for **visa sponsorship jobs, data entry jobs, or administration jobs** in Poland.

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Responsibilities

- Handle office documentation and data entry tasks.
- Provide customer support via email and phone.
- Assist in scheduling and organizing office activities.
- Maintain records and update databases.

- Work closely with team members for efficient office operations.

Skills

- Basic knowledge of MS Office (Word, Excel, Outlook).
- Good communication and problem-solving skills.
- Ability to work independently and in a team.
- Attention to detail and organization skills.

Qualifications

- High school diploma or above.
- Previous office experience is a plus but not required.

Experience

- No prior experience required; training will be provided.

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Apply now to join PZU as an **office staff** member in Poland. Whether you're looking for **visa sponsorship jobs**, **administrative jobs**, or **customer service jobs**, this is a great opportunity to start your career. Submit your application today!

Important Links

Find the Link in [Apply Now](#)

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