



<https://jobsareahub.com/job/office-worker-jobs-in-australia-telstra-careers/>

Office Worker

Job Location

Australia

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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- [Part-Time Work From Home – Survey Jobs.](#)

Hiring organization

Telstra

Date posted

February 6, 2025

Valid through

31.08.2025

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Base Salary

USD 15,00 - USD 3,200

Qualifications

12th Pass, Diploma, or Bachelor's Degree in any field.

Employment Type

Full-time

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Description

Office Worker Jobs in Australia – Telstra Careers

Are you looking for **office worker jobs in Australia** with **free visa sponsorship**? Telstra, Australia's leading telecommunications company, is hiring **office workers** across different locations. This is a great chance for those searching for **work visa jobs, jobs hiring near me**, or **part-time jobs** in Australia.

Telstra Office Worker Jobs in Australia

Company: Telstra

Position: Office Worker

Location: Multiple Locations in Australia (Sydney, Melbourne, Brisbane, Adelaide, Perth, and more)

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Telstra Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview
Qualification	12th Pass, Diploma, or Bachelor's Degree
Skills	Communication, MS Office, Time Management
Eligibility Criteria	Minimum Age: 18 years
Salary	AUD 25-35 per hour
Experience	Both Freshers and Experienced candidates can Apply
Apply Method	Online Application
Application Medium	Official Telstra Careers Website
Last Date to Apply	As soon as possible
Working Hours	Full-time and part-time shifts available

Job Description

Telstra is hiring **office workers** across Australia. This role is perfect for individuals looking for **visa sponsorship jobs, jobs hiring near me**, or **part-time jobs**. The position involves handling administrative tasks, assisting teams, and managing office duties efficiently.

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Responsibilities

- Manage and organize office records and documents.
- Assist in handling calls, emails, and inquiries.
- Maintain office supplies and order new stock when needed.

- Support teams in daily administrative work.
- Schedule meetings and prepare reports.
- Ensure smooth office operations and follow company policies.

Skills

- Basic computer knowledge (MS Office, Email, Data Entry).
- Good communication skills.
- Time management and organizational skills.
- Ability to work in a team and independently.

Qualifications

- 12th Pass, Diploma, or Bachelor's Degree in any field.
- Willingness to learn and grow in an office environment.

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Experience

- No prior experience required; training will be provided.

Apply now to join Telstra as an **office worker** in Australia. Whether you're seeking **visa sponsorship jobs**, **work from home jobs**, or **part-time jobs near me**, this is an excellent opportunity to start a stable career. Submit your application today!

Important Links

Find the Link in [Apply Now](#)

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