



<https://jobsareahub.com/job/office-worker-jobs-in-russia-capita-careers/>

Office Worker

Job Location

Russia

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 1,100 - USD 1,600

Qualifications

Hiring organization

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Date posted

February 14, 2025

Valid through

31.08.2025

APPLY NOW

No prior experience required; training will be provided.

Employment Type

Full-time

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Description

Office Worker Jobs in Russia – Capita Careers

Are you looking for **office worker jobs in the Russia** with **free visa sponsorship**? Capita, one of the UK's leading business process outsourcing and professional services companies, is hiring **office workers** for various administrative and clerical roles. This is a great opportunity for those searching for **work visa jobs**, **jobs hiring near me**, or **entry-level office jobs** in the UK.

Capita Office Worker Jobs in the UK

Company: Capita

Position: Office Worker

Location: Multiple Locations in the UK (London, Manchester, Birmingham, Leeds, Glasgow, and more)

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Capita Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview, Skill Test
Qualification	High School Diploma or equivalent
Skills	Communication, MS Office, organizational skills
Eligibility Criteria	Minimum Age: 18 years
Salary	£2,000 – £3,200 per month
Experience	Freshers and Experienced candidates can apply
Apply Method	Online Application
Application Medium	Official Capita Careers Website
Last Date to Apply	As soon as possible
Working Hours	Monday to Friday, 9 AM – 5 PM

Job Description

Capita is hiring **office workers** to assist in administrative and clerical tasks. This role is ideal for individuals looking for **visa sponsorship jobs**, **administrative jobs**, or **data entry jobs** in the UK.

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Responsibilities

- Handle administrative and clerical duties.
- Manage emails, phone calls, and office records.
- Support the team with document filing and data entry.
- Organize meetings and assist in scheduling tasks.

- Maintain office supplies and ensure smooth workflow.

Skills

- Strong communication and organizational skills.
- Basic knowledge of Microsoft Office (Word, Excel, Outlook).
- Ability to multitask and manage time effectively.
- Attention to detail and problem-solving skills.

Qualifications

- High school diploma or equivalent.
- Previous office experience is an advantage but not required.

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Experience

- No prior experience required; training will be provided.

Apply now to join Capita as an **office worker** in the UK. Whether you're looking for **visa sponsorship jobs**, **entry-level office jobs**, or **administrative assistant 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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