

## Receptionist

### Job Location

Kuwait

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 1,300 - USD 2,700

### Qualifications

High school diploma or equivalent.

### Employment Type

Full-time

### Hiring organization

Alshaya Group

### Date posted

February 14, 2025

### Valid through

31.08.2025

APPLY NOW

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## Description

### Receptionist Jobs in Kuwait – Alshaya Group Careers

Are you looking for **Receptionist jobs in Kuwait** with **free visa sponsorship**? Alshaya Group, a leading retail and hospitality company in the Middle East, is hiring **Receptionists** for its offices and retail stores in Kuwait. If you are searching for **jobs hiring near me**, **work visa jobs**, or **customer service jobs in Kuwait**, this is a great opportunity.

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### Alshaya Group Receptionist Jobs in Kuwait

**Company:** Alshaya Group

**Position:** Receptionist

**Location:** Kuwait

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### Alshaya Group Careers – Apply Online

Details	Information
<b>Selection Process</b>	Online Application, Interview, Skill Test
<b>Qualification</b>	High School Diploma or Equivalent
<b>Skills</b>	Customer service, communication, MS Office
<b>Eligibility Criteria</b>	Minimum Age: 18 years
<b>Salary</b>	KWD 300 – KWD 500 per month
<b>Experience</b>	Freshers and Experienced candidates can apply
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Official Alshaya Group Careers Website
<b>Last Date to Apply</b>	As soon as possible
<b>Working Hours</b>	Monday to Saturday (8:00 AM – 5:00 PM)

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### Job Description

Alshaya Group is hiring **Receptionists** to manage front desk operations, handle customer inquiries, and provide administrative support. This role is ideal for individuals looking for **customer service jobs**, **front desk jobs**, or **hospitality jobs in Kuwait**.

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### Responsibilities

- Greet and assist visitors professionally.
- Answer phone calls and direct them to the right department.
- Manage appointment scheduling and office administration.
- Maintain front desk records and files.
- Ensure a clean and organized reception area.

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### Skills

- Strong communication and interpersonal skills.

- Basic knowledge of Microsoft Office (Word, Excel).
- Ability to handle customer inquiries professionally.
- Good time management and organizational skills.

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## Qualifications

- High school diploma or equivalent.
- Experience in customer service or front desk roles is a plus.

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## Experience

- No prior experience required; training will be provided.

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**Apply now** to join Alshaya Group as a **Receptionist** in Kuwait. Whether you're looking for **hospitality jobs**, **front desk jobs**, or **customer service jobs in Kuwait**, this is a great opportunity. Submit your application today!  
**Important Links** **Find the Link in [Apply Now](#)**

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