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Administrative Employee job in Qatar with Work Visa Guide

Job Location

Qatar

Remote work from: Qatar

Base Salary

USD 1,200 - USD 1,650

Qualifications

10th Pass or Higher Secondary Education

Employment Type

Full time
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Description

Job Position: Administrative Employee

Company Name: Al-Reem Engineering & Construction

Base Salary: \$1,200 – \$1,650 Monthly (USD equivalent gross)

Qualifications: 12th Pass or Diploma Holder

Experience: 1 year in Office Support or Clerical Work

Skills: High proficiency in Microsoft Office Suite, Excellent organizational and documentation skills, Strong communication in English, Attention to detail and accuracy, Basic accounting or record-keeping knowledge.

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Responsibilities: Manage and organize physical and digital files, Handle correspondence and communications, Schedule appointments and meetings, Assist with basic financial record-keeping, Provide general office support to the management team.

Hiring organization

Al-Reem Engineering & Construction

Date posted

November 24, 2025

Valid through

08.07.2026

Description:

Al-Reem Engineering & Construction, a prominent firm based in Doha, Qatar, is looking for a dedicated and organized Administrative Employee to join our support team. This position is suitable for candidates who are new to the Gulf region or have some initial experience in an office environment and are looking for a stable long-term opportunity. You will be essential in ensuring the smooth daily operation of our administrative functions, supporting our project and management teams effectively.

This employment is conditional upon the candidate securing the legal authorization to work in the State of Qatar.

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