

Office Assistant

Job Location

Tower 1 – Office No.202, – -, 506702, Al Fattan Currency House, Dubai, United Arab Emirates

Remote work from: UAE

Base Salary

USD 820 - USD 900

Qualifications

12th Pass, Graduate Pass

Employment Type

Full-time
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Experience

Minimum 2 years office assistant experience

Skills

Communication skills, Office work knowledge, Data entry skills, Phone handling skills, Time management, Teamwork, Problem-solving skills

Responsibilities

Must be able to work full-time in Dubai, knowledge of office machines, customer handling skills, maintain files and documents, flexible and reliable

Description

Office Assistant – Female Job at Alliance Recruitment Agency

Company: Alliance Recruitment Agency

Position: Office Assistant – Female

Location: Dubai, United Arab Emirates

Employment Type: Full-time

Job Details

Category

Company

Position

Location

Employment Type

Role

Work Type

Information

Alliance Recruitment Agency

Office Assistant – Female

Dubai, United Arab Emirates

Full-time

Office Assistant

Office / In-Person

Hiring organization

Alliance Recruitment Agency

Date posted

August 27, 2025

Valid through

31.12.2025

Key Responsibilities

- Greeting and directing visitors,
- Answering questions, complaints, and requests,

- Arranging meetings and travel,
- Doing basic office tasks like data entry, answering phones, taking messages,
- Sorting mail, updating files, operating office machines, arranging equipment repair,
- Planning office events like meetings, conferences, promotional activities,
- Ordering and giving office supplies,
- Keeping good relationships with vendors, clients, and co-workers,
- Reviewing and updating office procedures,
- Following office rules and policies.

Required Skills

- Communication skills,
- Office work knowledge,
- Data entry skills,
- Phone handling skills,
- Time management,
- Teamwork,
- Problem-solving skills.

Preferred Qualifications

- 12th Pass, Graduate Pass,
- 2 years minimum office assistant experience,
- Knowledge of office machines and filing,
- Good customer handling skills,
- Able to work full-time in Dubai.

What We Offer

- Competitive salary in AED,
- Medical benefits,
- Safe and supportive work environment,

- Growth and learning opportunities.

Standard Salary for Office Assistant in Dubai: AED 3,000 – AED 4,500 per month

Important Links