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## Office Staff job in Saudi Arabia with scholarship Visa Guide

### Job Location

Saudi Arabia

Remote work from: Saudi Arabia

### Base Salary

USD 1,800 - USD 2,500

### Qualifications

12th Pass or Diploma in Hospitality/Relevant Field

### Employment Type

Full time  
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### Description

**Job Position:** Hotel Management

**Company Name:** Desert Oasis Hospitality Group

**Base Salary:** \$1,800 – \$2,500 per month (USD equivalent)

### Hiring organization

Desert Oasis Hospitality Group

### Date posted

December 11, 2025

### Valid through

09.07.2026

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**Qualifications:** 12th Pass or Diploma in Hospitality/Relevant Field

**Experience:** Minimum 1 year in a customer-facing or administrative role

**Skills:** Strong communication and interpersonal skills, basic computer proficiency (MS Office), excellent organizational and time management skills, reliability and a professional demeanor, willingness to learn and adapt to hotel operations.

**Responsibilities:** Assisting in front office and guest services operations, handling check-in/check-out procedures, managing reservations and inquiries, supporting administrative tasks for the hotel manager, ensuring high standards of guest satisfaction and service.

**Description:** Desert Oasis Hospitality Group is seeking motivated and detail-oriented Office Staff to join our dynamic team in Saudi Arabia within the Hotel Management field. This role is ideal for lower-level or experienced candidates looking to grow their career in the burgeoning Saudi hospitality sector.

We offer a competitive monthly salary and an immersive experience in a high-standard hotel environment. The core function of this role is to provide essential support to the hotel management team and ensure smooth daily operations, directly impacting the guest experience.

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