

Office Staff Jobs in Dubai with Free Visa Scholarship

Hiring organization

Al-Futtaim Business Solutions

Job Location

Dubai

Remote work from: Dubai

Base Salary

USD 2200 - USD 3000

Date posted

January 8, 2026

Valid through

23.07.2026

Qualifications

12th Pass or Graduate Pass

Employment Type

Full time

Description

Job Position: Office Staff

Company Name: Al-Futtaim Business Solutions

Base Salary: 2200-3000 Monthly

Qualifications: 12th Pass or Graduate Pass

Experience: 1-2 years in office administration

Skills: Proficiency in Microsoft Office Suite, Strong communication skills, Reliability, Time management, Attention to detail, Multitasking abilities, Professional phone etiquette

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Responsibilities: Handling daily administrative tasks, Managing office documentation and filing, Coordinating meeting schedules, Responding to emails and inquiries, Assisting in basic bookkeeping, maintaining office supplies inventory

Description: Al-Futtaim Business Solutions is seeking organized and proactive individuals to join our administrative team in Dubai. This position is ideal for candidates with a foundational background in office work who are looking to expand their skills within a professional corporate environment. As a member of our office staff, you will ensure the smooth day-to-day operation of our department by

providing essential support to management and clients alike.

Regarding the visa and residency requirements for this role in the UAE, please be advised that we act strictly as a details provider. We do not issue visas directly and do not guarantee visa approval for any candidate. Our objective is to guide you through the official procedures required to obtain legal working status in Dubai.

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