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Admin Manager Job in Saudi Arabia with Work Visa Sponsorship 2024

Hiring organization
McCain Foods Limited

Job Location

Saudi Arabia

Remote work from: SA; 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

Date posted

September 28, 2024

Valid through

31.12.2024

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Base Salary

USD 22 - USD 25

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Description

Admin Manager Job in Saudi Arabia with Work Visa Sponsorship 2024

Job Title: Admin Manager

Location: Saudi Arabia (Work Visa Sponsorship 2024)

About the Job:

We are looking for a skilled and organized Admin Manager to join our team in Saudi Arabia. This role comes with work visa sponsorship for 2024, making it a fantastic opportunity for someone looking to advance their career internationally. As an Admin Manager, you will oversee administrative operations, ensure smooth office functioning, and manage staff to maintain a productive work environment.

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Key Responsibilities:

- Oversee daily office operations and administrative procedures
- Manage office supplies and equipment, ensuring everything is well-stocked
- Supervise and coordinate the activities of administrative staff
- Develop and implement office policies and procedures
- Handle correspondence, scheduling, and documentation tasks
- Assist in preparing reports, presentations, and financial statements
- Ensure compliance with company regulations and local laws

Visa Sponsorship[Jobs 2024

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Requirements:

- Proven experience in administration or office management
- Strong organizational and leadership skills
- Proficiency in Microsoft Office and other office software
- Excellent communication skills (English is required; Arabic is a plus)
- Ability to manage multiple tasks and meet deadlines

- Willingness to relocate to Saudi Arabia
- Eligible for work visa sponsorship

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Benefits:

- Work visa sponsorship for 2024
- Competitive salary and benefits package
- Accommodation and transport provided
- Opportunities for career advancement
- Work in a dynamic and international environment

How to Apply:

To apply, please submit your application from the official site.

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