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Administration Jobs in Saudi Arabia with Work Visa Sponsorship 2024

Hiring organization
Cargill

Job Location

Saudi Arabia

Remote work from: IN; 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
July 11, 2024

Valid through
31.12.2050

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Base Salary

USD 38 - USD 76

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Administration Jobs in Saudi Arabia with Work Visa Sponsorship 2024

We are seeking highly motivated and organized individuals to fill administration roles in Saudi Arabia. As an administrator, you will play a crucial role in supporting our team and ensuring the smooth operation of our business. This is an excellent opportunity to work in a dynamic environment and develop your skills and experience.

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Key Responsibilities

Provide administrative support to the management team, including preparing reports, presentations, and other documents as required. Manage and maintain accurate and up-to-date records, including filing, data entry, and other administrative tasks. Coordinate travel arrangements, including booking flights, hotels, and transportation. Provide exceptional customer service, responding to queries and resolving issues in a timely and professional manner.

Visa Sponsorship[Jobs 2024

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Requirements

Bachelor's degree in Business Administration or a related field. At least 2 years of experience in an administrative role. Excellent communication and organizational

skills. Ability to work in a fast-paced environment. Proficiency in Microsoft Office, including Word, Excel, and PowerPoint.

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Benefits

Competitive salary and benefits package. Work visa sponsorship. Opportunity to work in a dynamic and growing company. Professional development and training opportunities. A chance to experience living and working in Saudi Arabia.

How to Apply

If you are a motivated and organized individual looking for a new challenge, please submit your application through our official website. Please ensure you attach your resume and a cover letter outlining your experience and qualifications.

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Important Links

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