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Admin Manager Jobs in Saudi Arabia with Free Visa Sponsorship 2024

Hiring organization
University of Utah

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 30, 2024

Valid through

31.12.2024

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Base Salary

USD 30 - USD 40

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Admin Manager Jobs in Saudi Arabia with Free Visa Sponsorship 2024

Position: Admin Manager

Location: Saudi Arabia (with Free Visa Sponsorship)

About the Job:

We are looking for an Admin Manager to oversee and manage the daily administrative operations of our organization in Saudi Arabia. This position offers free visa sponsorship for eligible candidates. You will play a key role in ensuring smooth office operations, handling administrative tasks, and supporting staff and management.

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Key Responsibilities:

- Manage day-to-day office administration and operations.
- Supervise and support the administrative staff.
- Coordinate office supplies, equipment, and services.
- Maintain records, files, and documentation for easy access.
- Ensure compliance with company policies and procedures.
- Assist in budgeting, payroll, and other financial tasks.
- Handle communication between departments and external partners.

Visa Sponsorship Jobs 2024

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Requirements:

- Bachelor's degree in Business Administration or related field.
- Proven experience in office administration or management.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite or similar tools.
- Ability to handle confidential information responsibly.
- Fluent in English (Arabic is a plus).

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Benefits:

- Free visa sponsorship for eligible candidates.
- Competitive salary and benefits.
- Opportunity to work in a dynamic environment.
- Career development and advancement opportunities.
- Supportive work culture with a focus on teamwork.

How to Apply:

If you meet the requirements and are interested in this position, please apply through the official site. Only selected candidates will be contacted for interviews.

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