



<https://jobfy.in/jobs/administrative-employee-jobs-in-bahrain-with-free-visa-sponsorship-2024/>

Administrative Employee Jobs in Bahrain with Free Visa Sponsorship 2024

Job Location

Bahrain

Remote work from: BA; IN; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 20 - USD 25

Qualifications

10th/12th/Graduate

Employment Type

Full-time, Part-time

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Hiring organization

Gulf Air

Date posted

October 8, 2024

Valid through

31.12.2035

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Description

Administrative Employee Jobs in Bahrain with Free Visa Sponsorship 2024

About the Job:

We are hiring administrative employees to join our team in Bahrain with free visa sponsorship for 2024. This role involves supporting daily office operations and ensuring everything runs smoothly. No previous experience is required, as training will be provided.

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Key Responsibilities:

- Manage office correspondence and handle phone calls.
- Organize and maintain files and documents.
- Assist in scheduling meetings and appointments.
- Prepare reports and presentations as needed.
- Support team members with various administrative tasks.

Visa Sponsorship Jobs 2024

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Requirements:

- No formal education required; skills in administration are a plus.
- Good communication skills in English; knowledge of Arabic is a bonus.
- Proficient in basic computer applications like Microsoft Office.
- Ability to work in a team and manage time effectively.
- Positive attitude and willingness to learn.

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Benefits:

- Free visa sponsorship to live and work in Bahrain.
- Competitive salary and benefits package.
- Training and support to help you succeed in your role.
- Health insurance and assistance with accommodation may be provided.

How to Apply:

To apply, please visit the official site and submit your resume. Be sure to highlight your interest in administrative roles and your availability for relocation.

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Important Links

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