

Admin Assistant Jobs in Qatar

Qualifications

Minimum Graduation/ Preference will be given to BBA holders.

Experience

Minimum 2-3 years Indian experience in same field.

Description

Golden opportunity for Bachelor degree holders (BBA) Hiring for Qatar

Designation : Admin Assistant (Male)

Company : MSI Group, Qatar

Interview Mode : Online Interview from home

Qualification : BBA / Any graduate

Experience : Minimum 2-3 years of experience in same field.

Salary : 1870 + Food + OT (Approx 40k INR)

No. of requirement : 20,

Facility : Free food, accommodation and transportation provided by company

Contract : 2 years & extendable

Visa type : Employment Visa

Document Required :

- Updated CV
- Passport scanned copy (Front & Back)
- Experience letter
- Educational documents
- Passport size photo

Note : Only token holder candidates will be interviewed. Take your token from [Here](#).

For more information visit : Motivfly Consultancy Services Pvt. Ltd. Address : Ropa, Near New Bus Stand Sundernagar, P.O. -Bhojpur, Distt – Mandi.(H.P.) 175002
CALL : +919816912801, +919816107301,+917649909488, 8580555826 Email : [Email address hidden] Website : www.motivflyconsultancy.com or <https://motivflyconsultancy.in> Facebook : www.facebook.com/motivflyconsultancy/

Skills

Good communication skills

Computer skills

Team work

Hiring organization

Motivfly Consultancy Services Pvt. Ltd.

Employment Type

Full-time

Beginning of employment

1 August, 2021

Duration of employment

2 years (Extendable)

Industry

Human Resource

Job Location

Ariane Tower, Mushaire, Al Rayyan Rd, DOHA, Doha, Qatar

Working Hours

8 Hours

Base Salary

INR 37000 - INR 40000

Date posted

06/07/2021

Valid through

30.11.2021

Contacts

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+919816107301,+917649909488,
8580555826

Problem Solving

Time management.

Technology.

Responsibilities

- Develop and maintain a filing system.
- Plan meetings and take detailed minutes.
- Answer phones and greet visitors.
- Schedule appointments and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Collate and distribute mail.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.

Job Benefits

Free food, accommodation and transportation provided by company. Other benefits as per Qatar Labor law.