



<https://jobsareahub.com/job/office-worker-jobs-in-bahrain-alba-careers/>

Office Worker

Job Location

Bahrain

Remote work from: GE; 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

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Base Salary

USD 1,400 - USD 1,900

Qualifications

Hiring organization

Alba

Date posted

February 12, 2025

Valid through

31.08.2025

APPLY NOW

High School, Diploma, or Bachelor's Degree in any field.

Employment Type

Full-time

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Description

Office Worker Jobs in Bahrain – ALBA Careers

Are you looking for **Office Worker jobs in Bahrain** with **free visa sponsorship**? ALBA (Aluminium Bahrain), one of the top companies in Bahrain, is hiring **office workers** to manage administrative tasks and office operations. If you are searching for **work visa jobs**, **jobs hiring near me**, or **full-time jobs in Bahrain**, this is a great opportunity!

ALBA Office Worker Jobs in Bahrain

Company: ALBA (Aluminium Bahrain)

Position: Office Worker

Location: Multiple Locations in Bahrain (Manama, Riffa, Muharraq, Hamad Town)

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ALBA Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview, Written Test
Qualification	High School, Diploma, or Bachelor's Degree
Skills	MS Office, communication, time management
Eligibility Criteria	Minimum Age: 18 years
Salary	BHD 300 – 600 per month
Experience	Freshers and Experienced candidates can apply
Apply Method	Online Application
Application Medium	Official ALBA Careers Website
Last Date to Apply	As soon as possible
Working Hours	Monday to Friday (8 AM – 5 PM)

Job Description

ALBA is looking for **office workers** to handle **administrative tasks, data entry, document management, and communication support**. This position is perfect for individuals seeking **visa sponsorship jobs, full-time jobs, or entry-level jobs** in Bahrain.

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Responsibilities

- Perform administrative tasks such as filing, document handling, and data entry.

- Assist in scheduling meetings and managing office supplies.
- Maintain records and update company databases.
- Communicate with different departments to ensure smooth office operations.
- Handle incoming calls, emails, and other office communications.

Skills

- Proficiency in **MS Office (Word, Excel, PowerPoint)**.
- Strong **communication and organizational skills**.
- Ability to work independently and in a team.
- Good time management and multitasking skills.

Qualifications

- High School, Diploma, or Bachelor's Degree in any field.
- Basic knowledge of office administration is a plus.

Experience

- Freshers and experienced candidates can apply.

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Apply now to join ALBA as an **Office Worker in Bahrain**. If you are looking for **visa sponsorship jobs**, **entry-level office jobs**, or **full-time jobs in Bahrain**, this is a great opportunity! Submit your application today!
Important Links Find the Link in [Apply Now](#)

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