



<https://jobsareahub.com/job/office-worker-jobs-in-kuwait-alghanim-industries-careers/>

Office Worker

Job Location

Kuwait

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

(adsbygoogle = window.adsbygoogle || []).push({}); **Register Now**

- [Part-Time Work From Home – Survey Jobs.](#)

Hiring organization

Alghanim Industries

Date posted

February 14, 2025

Valid through

31.08.2025

APPLY NOW

Worldwide Jobs – Latest Jobs in USA, Australia, UK, Canada etc

Apply for Various Jobs in Top Companies in Various Sector.

Launch your global career! Find the latest job openings in the US, Australia, UK, Canada and more. Explore opportunities across top companies and diverse industries – all on one platform. Apply now and take your career international!

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Want to Apply Jobs from our App Install Now!

- [Install our Job App.](#)

Base Salary

USD 1,500 - USD 2,500

Qualifications

High school diploma or higher.

Basic knowledge of office administration.

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Office Worker Jobs in Kuwait – Alghanim Industries Careers

Are you searching for **Office Worker jobs in Kuwait** with **free visa sponsorship**? Alghanim Industries, one of the top companies in Kuwait, is hiring **Office Workers** for multiple locations. This is a great opportunity for those looking for **jobs hiring near me**, **visa sponsorship jobs**, **government jobs**, or **office jobs in Kuwait**.

Alghanim Industries Office Worker Jobs in Kuwait

Company: Alghanim Industries

Position: Office Worker

Location: Kuwait City, Kuwait

(adsbygoogle = window.adsbygoogle || []).push({});

Alghanim Industries Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview, Skill Test
Qualification	High School Diploma or Higher
Skills	Office administration, data entry, organization
Eligibility Criteria	Minimum Age: 18 years
Salary	KWD 250 – KWD 400 per month
Experience	Freshers and Experienced candidates can apply
Apply Method	Online Application
Application Medium	Official Alghanim Industries Careers Website
Last Date to Apply	As soon as possible
Working Hours	Monday to Saturday (9:00 AM – 6:00 PM)

Job Description

Alghanim Industries is hiring **Office Workers** to handle daily administrative tasks, documentation, and office management in their Kuwait offices. This role is perfect for those looking for **administration jobs**, **clerical jobs**, or **entry-level office jobs in Kuwait**.

[yarpp template="list" limit=3]

Responsibilities

- Perform general office tasks such as filing and data entry.

- Assist in preparing reports and documents.
- Maintain records and organize office supplies.
- Support office staff with administrative duties.
- Answer phone calls and emails professionally.

Skills

- Basic computer knowledge (Microsoft Office).
- Good communication and organizational skills.
- Ability to handle office equipment and files.
- Strong attention to detail.

Qualifications

- High school diploma or higher.
- Basic knowledge of office administration.

Experience

- No prior experience required; training will be provided.

(adsbygoogle = window.adsbygoogle || []).push({});

Apply now to join Alghanim Industries as an **Office Worker** in Kuwait. If you're looking for **clerical jobs**, **administrative jobs**, or **office support jobs**, this is a great opportunity. Submit your application today!
Important Links Find the Link in [Apply Now](#)

(adsbygoogle = window.adsbygoogle || []).push({});