



<https://jobsareahub.com/job/office-worker-jobs-in-saudi-arabia-aramco-careers/>

Office Worker

Job Location

Saudi Arabia

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

Hiring organization

Aramco

Date posted

February 15, 2025

Valid through

31.08.2025

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Base Salary

USD 1,200 - USD 2,100

Qualifications

High School Diploma (Bachelor's degree preferred).

Employment Type

Full-time

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Description

Office Worker Jobs in Saudi Arabia – Aramco Careers

Are you looking for **office worker jobs in Saudi Arabia** with **free visa sponsorship**? Saudi Aramco, one of the largest oil companies in the world, is hiring **office workers** for various departments. This is a great opportunity for those searching for **work visa jobs**, **jobs hiring near me**, or **part-time jobs** in Saudi Arabia.

Aramco Office Worker Jobs in Saudi Arabia

Company: Saudi Aramco

Position: Office Worker

Location: Multiple Locations in Saudi Arabia (Dhahran, Riyadh, Jeddah, Dammam)

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Aramco Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview
Qualification	High School Diploma, Bachelor's Preferred
Skills	Computer skills, MS Office, communication
Eligibility Criteria	Minimum Age: 18 years
Salary	SAR 5,000-8,000 per month
Experience	Freshers and Experienced candidates can apply
Apply Method	Online Application
Application Medium	Official Aramco Careers Website
Last Date to Apply	As soon as possible
Working Hours	9:00 AM – 5:00 PM

Job Description

Saudi Aramco is hiring **office workers** to support daily office operations. If you are looking for **visa sponsorship jobs**, **jobs hiring near me**, or **full-time jobs**, this is a great chance to start your career with a top company. As an office worker, you will help with administrative tasks and office management.

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Responsibilities

- Manage office documents and records.
- Answer phone calls and respond to emails.

- Enter data and maintain records in company systems.
- Schedule meetings and manage appointments.
- Support office staff with day-to-day tasks.
- Prepare reports and presentations using MS Office.
- Handle visitor inquiries and assist guests.

Skills

- Basic computer skills (MS Office, Excel, Word).
- Good communication skills (English and Arabic preferred).
- Time management and organizational skills.
- Ability to work in a team.

Qualifications

- High School Diploma (Bachelor's degree preferred).
- Basic knowledge of office equipment and software.

Experience

- Freshers can apply; experience is a plus.
- On-the-job training will be provided.

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Apply now to join Saudi Aramco as an **office worker** in Saudi Arabia. Whether you're seeking **visa sponsorship jobs**, **part-time jobs near me**, or **full-time office jobs**, this is a perfect opportunity. Submit your online application today!
Important Links Find the Link in [Apply Now](#)

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