



HIRING **ADVISORY**

Migrant Workers Office - Riyadh

POSITION **ADMINISTRATIVE ASSISTANT –
CONTRACT OF SERVICE**

Job Description:

- Answer phone calls and emails.
- Take detailed messages.
- Maintain database and filing system.
- Assist in the preparation of regularly scheduled reports.
- Produce and distribute correspondence memos, letters, and forms.
- Perform other services that may be required in the exigency of the service.

Qualifications:

- Preferably with experience in clerical work.
- Has strong verbal and phone communication skills.
- Customer service skills.
- Active listening skills for determining client's needs and has patience to deal with frustrated clients in a polite and professional manner.

- Problem solving skills to resolve client's complaints.
- Time management skills to handle high call volumes.
- Organizational skills for record-keeping.
- Perseverance for repeating demanding routines
- Must present medical certificate that applicant is fit to work in-person and handle face-to-face interactions.
- The successful candidate must be able to secure a local residence and work permit in Saudi (iqama) OR already have the right to work and reside in Saudi. (The Philippine Embassy will not provide visa sponsorship.)

INTERESTED APPLICANTS MAY SUBMIT THEIR PERSONAL DATA SHEET (PDS), PERSONAL HISTORY STATEMENT (PHS), AND VALID NBI CLEARANCE VIA EMAIL:

mwo_riyadh@dmw.gov.ph

SCAN THE QR CODES FOR THE DOWNLOADABLE PDS AND PHS FORMS:

