



# **INTERNATIONAL INDIAN SCHOOL, AL JUBAIL**

## **LOCAL RECRUITMENT – OFFICE ASSISTANTS (AD-HOC)**

Date: 20/02/2025

Applications are invited for the post of **Office Assistants (Ad-hoc) - Female**

**Mode of Application:** Interested candidates are requested to apply online and upload the relevant documents using the following links.

Link to download the application form: <https://www.iisjubail.org/Administration/Vacancies.aspx>

Link to apply online: <https://forms.gle/Ci1TcfhfxCuw1Leb6>

### **Important Documents:**

- 1) Application form as mentioned above
- 2) CV
- 3) Passport [First and Last page copy]
- 4) Iqama and Absher copy [for verification of Iqama validity] or Copy of National ID
- 5) Educational Degrees, Final / Consolidated Mark sheet and Certifications etc.
- 6) Experience Certificates

The last date for the submission of application is Saturday, 22<sup>nd</sup> February 2025 [Up to 5:30 pm].

<b>OFFICE ASSISTANTS – Ad-Hoc - Female</b>			
<b>Sl. No.</b>	<b>Position</b>	<b>Number of Vacancies</b>	<b>Required Experience &amp; Educational Qualifications</b>
<b>01</b>	Office Assistants (Female)	02	<b>Educational Qualifications &amp; Experience:</b> Graduate in any discipline with a minimum of 03 years' experience in a similar position. Fresher may also apply.  <b>Job Requirement:</b> Ability to prioritize tasks and manage time, effectively to meet deadlines.  <b>Computer Proficiency:</b> Knowledge of word processing software (like Microsoft Word, Excel etc.)

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**PRINCIPAL**