

Dubai Jobs Hub

<https://dubaijobshub.com/job/admin-assistant/>

Admin Assistant

Description

Admin Assistant Job Description in Dubai

An **Admin Assistant** provides administrative and clerical support to ensure smooth daily office operations. This role is crucial in maintaining organization, communication, and efficiency within a company.

Responsibilities

- Provide general administrative support to management and staff
- Manage phone calls, emails, and correspondence
- Schedule meetings, appointments, and travel arrangements
- Maintain filing systems (digital and physical records)
- Prepare reports, documents, and presentations
- Handle office supplies and inventory management
- Assist HR and finance departments when required
- Ensure smooth day-to-day office operations

Qualifications

To apply for **Admin Assistant Jobs in Dubai**, candidates usually need:

- High school diploma or bachelor's degree
- Previous experience in an administrative role (preferred)
- Strong communication skills in English
- Proficiency in MS Office (Word, Excel, Outlook)
- Good organizational and multitasking abilities
- Attention to detail and time management skills
- Professional attitude and teamwork mindset

Skills Required

- Office administration
- Data entry and document management
- Communication and coordination
- Problem-solving abilities
- Computer literacy

Job Benefits

The salary for **Admin Assistant Jobs in Dubai** depends on experience and company type:

- Entry-level: AED 2,500 – AED 3,500
- Mid-level: AED 3,500 – AED 5,000
- Experienced: AED 5,000 – AED 7,000+

Additional benefits may include visa, medical insurance, and transportation.

Contacts

Admin Assistant Jobs in Dubai are essential roles in almost every organization,

Hiring organization

Dubai Jobs Hub

Employment Type

Full-time

Date posted

April 21, 2026

including corporate offices, government departments, schools, and private companies. These positions are ideal for individuals who are organized, detail-oriented, and capable of handling administrative tasks efficiently. With Dubai's growing business environment, **Admin Assistant Jobs in Dubai** offer excellent opportunities for job seekers looking to build a stable office career.