

RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS

VACANCY FOR THE ACADEMIC YEAR 2026-2027

We are seeking a dedicated and enthusiastic Arabic Secretary to join our team for the academic year 2026–2027.

Position: Arabic Secretary

Educational Requirement: Bachelor's degree in Arabic, English, or related fields

Note: Candidates from open universities or distance education are **not eligible**.

Interview Details:

- **Mode:** Walk-in interview
- **Location:** Radiant Indian School for Girls and Boys

Language Skills:

- **Fluent in Arabic** (reading, writing, speaking)
- **Good command of English** for correspondence and office communication

Computer and Office Skills:

- Proficient in **MS Office** (Word, Excel, PowerPoint)
- Basic typing and email correspondence skills

Experience:

- Prior experience as a secretary, administrative assistant, or office coordinator is a plus
- Familiarity with school or office documentation

Other Skills:

- Excellent organizational and multitasking skills
- Professional demeanor and communication skills