

Part-time Administrative Assistant (Saudi National)

About DHI

DHI is a global and independent company dedicated to working on challenges within the fields of water and environment and sustainability. Within these fields, we provide a wide range of advisory, digital advisory, research and water governance services as well as providing leading edge MIKE technologies and products to the market. At DHI, we are constantly looking for passionate and talented people who are eager to join our team.

By joining DHI, you will not only become part of a dynamic and collaborative global team of experts; you will be empowered to innovate, engage and grow in your area of expertise. DHI is committed to disseminate our knowledge effectively and across our worldwide network of offices.

About the Role

We are establishing a new office at KAUST and are looking for a motivated and organized **Saudi Administrative Assistant** to support our daily operations. This is a **part-time position** (2 days per week), ideal for someone who is reliable, detail-oriented, and enjoys a varied administrative role in an international environment. You will join a small, growing team of three in our new KAUST office.

Responsibilities and challenges

- Provide general administrative and office support to ensure smooth daily operations.
- Assist with document preparation, filing, and correspondence.
- Coordinate meeting schedules, visitor logistics, and office supplies.
- Liaise with KAUST administrative departments and external vendors as needed.
- Support onboarding and logistics for visiting staff or project partners.
- Perform other administrative duties as required by the office manager or team.

Qualifications and personal skills

- **Saudi national** (required).
- Based at or near **KAUST (Thuwal)** or willing to commute.
- Strong organizational and communication skills in **English and Arabic**.
- Proficient in **Microsoft Office** (Word, Excel, Outlook, PowerPoint).
- Prior administrative or office coordination experience preferred.
- Professional, reliable, and able to work independently with minimal supervision.

We offer

- Flexible **part-time schedule (2 days per week)**.
- Collaborative and professional working environment.
- Competitive compensation aligned with experience and qualifications.
- Opportunity to be part of an exciting new initiative at KAUST.

Office location

- You will be located in our new office at KAUST.

How to apply

- Please submit your application including CV
- Initial review will begin 15 May 2026; applications accepted on a rolling basis thereafter until the position is filled.
- For further information please contact Kasper Kaergaard, +4531342670, kak@dhigroup.com.