



International Indian School Buraidah

Post Box 4260, Abdulaziz Al Bahili Street
Al Falah Dist., Buraidah, Al Qassim, Zip 52378

23 August 2026

Recruitment Notice

Applications are invited from qualified and experienced candidates for the following post.

1. Admin In-Charge

Educational & other qualification required:

Candidates having any of the following qualifications are eligible to apply:

- B.Com.
- M.Com.
- BBA
- MBA
- B.Tech.
- M.Tech.
- BCA
- MCA

Experience: Candidates with relevant administrative experience, preferably in a school or educational institution, will be given preference.

Required Skills:

- Good communication and interpersonal skills.
- Computer proficiency.
- Strong organizational and administrative skills.
- Leadership and team-management abilities.
- Ability to manage day-to-day administrative activities efficiently.

Interested candidates may submit their detailed Resume with copies of the qualifying degrees along with copies of the Passport and Iqama .

Application Deadline: 05/09/2026

Best Wishes,

Principal (Interim)

