



**Job Opportunity: Senior Administrator**

**Location:** Riyadh, Kingdom of Saudi Arabia

**Company:** Alliance Aviation Arabia

**Nationality Requirement:** In accordance with Nitaqat rules, this position is open to Saudi nationals only. Position will be subject to Saudi Labor Law.

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**Position Overview:**

Alliance Aviation Arabia is seeking a highly organized, experienced and motivated **Senior Administrator** to join our new team in KSA. This position will be based in Riyadh. This key role requires a proactive and dynamic self-starter who can take ownership of setting up office operations from the ground up, and handle all day-to-day administrative, office management, HR, Payroll & government relations functions in a dynamic General Aviation (GA) environment.

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**Key Responsibilities:**

- Coordinate together with Station Manager (ALUla based) to complete the setup of the hangar facility in ALUla, including sourcing and coordination of suppliers, utilities, furnishings, stationery and IT infrastructure.
  - Handle the leasing or purchasing of company vehicles.
  - Provide full administrative support to Management and other personnel as required.
  - Be the primary point of contact for HR, Payroll & Government Relations functions for the Company in KSA, working closely with the Company's HR Executive who will oversee such matters.
  - Assist with visa processing, liaising with officials as and when required, attending onsite meetings on behalf of the company as and when required.
  - Handle the day-to-day administrative duties supporting flight operations and ground handling.
  - Maintain accurate records and ensure smooth coordination with internal teams and external partners.
  - Demonstrate excellent administration and coordination skills. The role will involve coordinating with the high-end hotels and incorporating the local touristic areas and places of interest, coordinating VIP cars on arrival, making restaurant reservations in the old town of ALUla for visiting clients, hot-air balloon trips and private visits of certain sites.
  - Ensure compliance with company standards and local regulations.
  - Handle confidential information with discretion and professionalism.
  - Represent Alliance Aviation Arabia across the Kingdom with professionalism and pride.
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**Requirements:**



- **Saudi national** (as per role eligibility)
- **Available to start in January 2026**
- Position is best suited for individual currently living in Riyadh. Travel may be occasionally required to the Company's hangar facility based in AlUla
- Full time (40-hour week) office based
- Will join under a **single status contract**
- Proven experience (4+ years) in **senior administration**, preferably with **Office Management/HR/Payroll/Government Relations background**
- Previous experience in **General Aviation** is an advantage, but not mandatory
- Demonstrated ability to work independently with minimal supervision and take initiative to solve problems.
- Excellent organizational, communication, interpersonal and multitasking skills.
- Strong professional presentation.
- Strong proficiency in Microsoft Office Suite.
- Bi-lingual essential - fluent in **Arabic** and proficient in **English** (spoken and written)
- Full Driving Licence is essential

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#### **Ideal Candidate:**

This position is ideal for someone who thrives on autonomy, enjoys creating structure from scratch, building processes from the ground up, takes pride in delivering a premium administration experience and can manage diverse tasks in a rapidly evolving environment. A true **self starter** with a “can-do” attitude, attention to detail, and a strong sense of ownership will excel here. The successful candidate must be confident working on own initiative from the onset.

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Join Alliance Aviation Arabia and become part of an exceptional team delivering excellence in aviation across the Kingdom. ✈️