

## A TYPICAL BENEFITS PACKAGE FOR ADMINISTRATIVE ASSISTANTS

01. Contracts are for 1 or 2 years and often renewable on **Single Status – Unaccompanied**
02. Free furnished housing including utilities (But not telephone)
03. Free transportation from accommodation to place of work and back, also for shopping
04. Free Medical coverage in hospital
05. Forty (40) to fifty (50) days annual paid vacation – calendar days - (vary by hospital).
06. Hospital will also pay for the ticket to go to the Middle East
07. At least one ticket to return home for a vacation a year. (Some hospitals offer ticket every six months)
08. End of contract bonus, either one month or half a month pay for each year completed.
09. Uniforms provided
10. Most hospitals also offer a seven days emergency leave (for a family emergency matters)
11. Working week is 44 to 48 hours (Most hospitals offer overtime at a time and a half rate)
12. Salary vary by hospital and position:
 

<b>Secretaries</b>	:	<b>US \$1,733 / month to US \$2,000 / month</b>
<b>Medical Secretaries</b>	:	<b>US \$1,733 / month to US \$ 2,266 / month</b>
<b>Personnel Assistants</b>	:	<b>US \$2,266 / month to US \$2,400 / month</b>

Salaries are paid in local currency and in Saudi Arabia and United Arab Emirates is Tax Free, so what you earn is what you take home. This income is also tax exempted completely or partially please contact relevant Tax Authority in your country to find out how you can go about it, or contact us for a general guidelines and clarification.  
 (3.75 Saudi Riyals = US \$1.00; 3.67 UAE Dirhams = US \$1.00)

### ALL POSITIONS FOR ADMIN. ASSISTANTS OFFERED ON A SINGLE STATUS CONTRACTS

#### EXAMPLE COMPARING SALARIES AT HOME AND IN THE MIDDLE EAST

Income	Home	Middle East
Salary	\$40,000	\$33,000
End of Contract Bonus		1,377 (2 weeks pay)
Annual Airfare Travel		2,000
<b>Expenses</b>		
Housing (750 /mo x12)	\$ 9,000	\$00.00
Utilities (75 /mo x12)	900	\$00.00
Transportation	2,000	\$00.00
Taxes (25%)	10,000	\$00.00
<b>Sub Total</b>	<b>21,900</b>	<b>\$00.00</b>
Income less expenses	\$18,100	\$36,377
Other Expenses (Food, etc.)	6,000	\$ 4,950 (15% of income)
<b><u>Income package</u></b>	<b><u>\$12,100</u></b>	<b><u>\$31,427</u></b>

**TAKE HOME MONEY** (Income package minus annual airfares)

<b><u>\$12,100</u></b>	<b><u>\$29,427</u></b>
<b>HOME</b>	<b>Middle East</b>