

<https://jobfy.in/jobs/office-boy-jobs-in-qatar-free-visa-sponsorship-2024/>

## Office Boy Jobs in Qatar Free Visa Sponsorship 2024

### Job Location

Qatar

Remote work from: USA; IN; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 1200 - USD 1600

### Qualifications

Graduate/10th/12th

### Employment Type

Full-time, Part-time

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### Hiring organization

Flavors Hospitality Services

### Date posted

June 19, 2024

### Valid through

31.01.2035

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## Description

# Office Boy Jobs in Qatar Free Visa Sponsorship 2024

## Position

Office Boy

## Location

Work From Home

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## About the Job

We are seeking a reliable and organized Office Boy to join our team. As an Office Boy, you will be responsible for providing administrative support to our team. This is a great opportunity to work with a dynamic team and gain valuable experience.

## Key Responsibilities

### Assist with daily office tasks

- Prepare and serve refreshments to guests and employees
- Maintain a clean and organized office environment
- Assist with photocopying, scanning, and filing documents
- Provide administrative support to the team as needed
- Perform other duties as assigned by management

### Visa Sponsorship Jobs 2024

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## Requirements

### Must have:

- High school diploma or equivalent
- 1-2 years of experience as an Office Boy or in a related role
- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Strong attention to detail and ability to multitask

## Benefits

### What we offer:

- Competitive salary
- Free visa sponsorship
- Opportunities for career growth and development
- A dynamic and supportive work environment

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## How to Apply

If you are a motivated and organized individual, please apply through our official website. Don't miss this opportunity to join our team!

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