

<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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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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