



## Office Boy Jobs in Dubai UAE 2022 || 100% Free Hiring Now || Walk-In-Interview

### Description

### Office Boy Jobs in Dubai

A few privately owned businesses in Dubai are looking and extending office kid employment opportunities in Dubai with free visas and compensating with a lot of compensation bundle with benefits like Accommodation, Food, and Transportation. Also, a few presumed organizations could lead a Walk-in-Interview for office kids in Dubai, and after that shortlisted applicants will be chosen, Latest Job Opportunity in the United Arab Emirates.

A strong CV might improve your chances of landing a job in Dubai. Prepare a great CV by doing your study. If you do not have a CV, you may obtain one by clicking on the following link.

**Dubai CV:** [Click here to download a CV for Dubai Jobs](#)

**Walk-in interviews:** [Check the latest walk-in interviews jobs in Dubai](#)

### Job Details: Office Boy Jobs in Dubai

Job Position	Office Boy/Tea Boy
Â Job Location	Multiple Cities
Â Nationality	Any Nationalities
Â Education	No Formal Education
Â Experience	Mandatory
Â Core Skills	Making Tea & Coffee, Indoor & Outdoor Work, etc.
Â Language Skills	English (basic)
Â Salary	Discuss During Job Interview
Â Benefits	As per UAE labor law
Â Last Updated on	29 Sep 2022

## *Office Boy Jobs in Dubai*



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### **Office Boy's job responsibilities:**

Office boy duties vary depending on the business office environment. An office boy position is an entry-level one, often filled by interns or recent graduates. Office boys perform various basic administrative duties, such as serving beverages to the guests or staff, handling electronic files and papers, greeting

visitors, and so on.

Duties and Responsibilities Disseminating information through telephone, websites, mail services, and e-mail. Organizing and maintaining electronic and paper files and managing projects. Answering telephone, direct, screen calls, taking and relaying messages. Maintaining and devising office systems, including filing, data management, etc.

Providing information to callers, greeting persons entering the organization, and directing individuals to the correct destination. Monitoring the use of equipment and supplies within the office. Dealing with queries or requests from visitors and employees. Coordinating the maintenance and repair of office equipment. Assisting other administrative staff in a wide range of office duties. Collecting and distributing couriers or parcels among employees and opening and sorting emails.

## How To Apply For Office Boy Jobs in Dubai?

In case you are interested to apply for any of the positions above, then all you have to do is send us your CV. We realize it might be difficult to find additional jobs right now, but our company is looking to expand in the near future and these opportunities might become available again soon.

Also, if there's a position that you think you'd be perfect for but haven't seen here yet, please feel free to reach out and tell us about it. If there aren't any openings where we can place you at the moment, just shoot us an email telling us why we should hire you anyway. And don't forget, this is your chance to shine so send your best stuff!

## List of Vacancies Office Boy Jobs in Dubai || New Updates ||

[box type="info" align="alignleft" class="" width=""]Share These Jobs with your friends and family members simply by clicking the following sharing buttons. They will be thankful to you.[/box]

### Office Boys/Office Girls/Cleaners (5 NOS.)

**Consultancy Name:** Dreams Global HR Consultancy (FZE)

**Job Location:** Abu Dhabi

**Experience:** With 1 year of experience as a Office Boy

**Visa Type:** Visit/Cancelled Visa holders only

**Availability:** Immediately

**Salary Range:** 1000 â€“ 1500 AED /month

**WhatsApp CV #058 6151297**

**Posted:** 29th September 2022

### Category

1. Walk in interviews in Dubai
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3. Office Jobs
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**Date**

23/11/2024

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