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Office Boy job in New Zealand with Work Visa Guide

Job Location

New Zealand

Remote work from: New Zealand

Base Salary

USD 2,800 - USD 3,500

Qualifications

Graduate Pass

Employment Type

Full time
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Description

Job Position: Office Boy

Company Name: Kiwi Coast Hospitality Group

Base Salary: \$2,800 – \$3,500 Monthly (USD equivalent)

Qualifications: 12th Pass

Experience: No Experience Required, or minimal general work exposure

Skills: Strong communication skills, Reliability, Time management, Willingness to complete training, Basic computer knowledge, Organizational abilities.

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Responsibilities: Domestic cleaning at client homes, NDIS disability support cleaning, DVA cleaning services, Deep / spring cleaning tasks, Bond cleaning (optional work).

Description:

Hiring organization

Kiwi Coast Hospitality Group

Date posted

November 28, 2025

Valid through

19.06.2026

Kiwi Coast Hospitality Group is seeking a dedicated Office Boy to ensure the smooth, efficient, and clean operation of our administrative and service-support offices. The successful candidate will be a critical part of the team, supporting daily functions and maintaining a professional environment.

This role involves a variety of duties, including maintaining the cleanliness of the office premises and common areas, managing internal and external mail and package deliveries, assisting staff with photocopying and filing documents, and preparing/serving refreshments for staff and visitors. Reliability and a proactive approach to supporting the team are highly valued.

We believe in providing opportunities for growth for our lower-level staff. This position offers exposure to the operational management of a leading hospitality services provider in New Zealand.

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