

Office Boy Jobs in Dubai with Free Visa Scholarship

Job Location

Dubai

Remote work from: Dubai

Base Salary

USD 600 - USD 950

Qualifications

10th Pass or 12th Pass

Employment Type

Full time

Description

Job Position: Office Boy

Company Name: Al-Futtaim Business Solutions

Base Salary: 600-950 Monthly

Qualifications: 10th Pass or 12th Pass

Experience: No Experience Required or 1 year in office assistance

Skills: Strong communication skills, Reliability, Time management, Basic computer skills, Ability to follow instructions, Professional appearance, Friendly disposition

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Responsibilities: Preparing and serving beverages, Maintaining office cleanliness, Photocopying and filing documents, Delivering internal mail, Assisting staff with minor administrative tasks

Description: Al-Futtaim Business Solutions is looking for a polite and proactive Office Boy to join our corporate headquarters in Dubai. This position is ideal for entry-level candidates or those with a year of experience who are eager to work in a professional office environment. You will be responsible for ensuring the pantry and meeting rooms are well-maintained and providing essential support to the administrative team to keep daily operations running smoothly.

Hiring organization

Al-Futtaim Business Solutions

Date posted

January 8, 2026

Valid through

23.07.2026

Regarding the legal requirements for working in the United Arab Emirates, it is important to understand that we are a details provider and guide for your transition. We do not issue visas ourselves, nor are we an authorized immigration body. However, we provide the necessary guidance and information to help you navigate the application process for the appropriate work authorization.

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