

Office Boy Required job in United States With Work Visa Guide

Hiring organization
Zenith Hospitality Group

Job Location

United States

Remote work from: United States

Base Salary

USD 3,000 - USD 3,800

Date posted

November 12, 2025

Valid through

15.07.2026

Qualifications

10th Pass or Higher

Employment Type

Full time

Description

Office Boy Required – Hotel Management in the United States

Job Position: Hotel Management

Company Name: Zenith Hospitality Group

Base Salary: 3000-3800 USD Monthly

Qualifications: High School Diploma or equivalent (12th Pass)

Experience: 1 year in Office Support or General Assistance

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Skills: Strong communication skills, Reliability, Time management, Basic computer literacy, Attention to detail, Willingness to complete training, Professional demeanor, Organizational skills, Ability to follow instructions, Good physical stamina.

Responsibilities: Maintain cleanliness and organization of all hotel management office premises, Assist staff with day-to-day administrative tasks including filing and photocopying, Distribute documents and internal correspondence within the hotel departments, Prepare and serve refreshments for staff and guests during meetings, Handle general errands and basic maintenance reporting for the office area.

Description: Zenith Hospitality Group is seeking a dedicated and reliable individual for the role of Office Boy to support our dynamic Hotel Management team in the United States. This is a crucial support position for a candidate who is eager to

contribute to a professional hotel environment and is looking for a long-term career path. We are looking for individuals who are either starting their career or have a foundational level of experience in a support role. You will be responsible for ensuring the office operations run smoothly, providing essential support to the administrative staff, and helping to maintain a high standard of professional presentation within our management offices.

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