



<https://jobsleworld.com/jobs/office-boy-job-in-luxembourg-luxfer-group-careers/>

Office Boy

Job Location

Luxembourg

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 2,000 - USD 2,300

Qualifications

Hiring organization

Luxfer Group

Date posted

January 19, 2025

Valid through

31.07.2025

APPLY NOW

No specific qualifications are required.

Employment Type

Full-time

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Description

Office Boy Job in Luxembourg – Luxfer Group Careers

Are you looking for an opportunity to work in Luxembourg with **free visa sponsorship**? Luxfer Group, a leading global materials technology company, is hiring **office boys** to support their operations in Luxembourg. This position is perfect for individuals searching for **jobs hiring near me**, **visa sponsorship jobs**, or **unskilled jobs**.

Luxfer Group Office Boy Job in Luxembourg

Company: Luxfer Group

Position: Office Boy

Location: Luxembourg

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Luxfer Group Office Boy Jobs Apply Online

| Details | Information |
|-----------------------------|--|
| Selection Process | Online Application, Interview |
| Qualification | No formal education required |
| Skills | Time management, multitasking, basic communication |
| Eligibility Criteria | Minimum Age: 18 years |
| Salary | EUR 1,800-2,200 Per Month |
| Experience | No experience required (Training provided) |
| Apply Method | Online Application |
| Application Medium | Official Luxfer Group Careers Website |
| Last Date to Apply | As soon as possible |
| Working Hours | 9:00 AM – 5:00 PM |

Job Description

Luxfer Group is hiring an **office boy** to manage basic office tasks and provide support to staff in Luxembourg. This is an excellent opportunity for individuals seeking a stable job abroad with **visa sponsorship**. The position ensures a supportive and friendly work environment.

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Responsibilities

- Maintain cleanliness of the office premises.
- Serve tea, coffee, and refreshments to staff and visitors.
- Manage the collection and distribution of office documents.
- Assist with photocopying, filing, and organizing office supplies.

- Run errands such as bank deposits and deliveries.
- Ensure the availability of necessary office supplies.
- Provide support to office staff as required.

Skills

- Basic time management and organization.
- Ability to multitask and prioritize tasks.
- Basic communication skills (English preferred).
- Punctuality and reliability.
- Ability to work in a team environment.

Qualifications

- No specific qualifications required.
- Basic education is preferred but not mandatory.

Experience

- Freshers are welcome to apply.
- Previous experience in a similar role is an advantage but not required.

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Apply now to join Luxfer Group as an office boy in Luxembourg. This is a chance to secure a job with **free visa sponsorship** and gain experience in a professional office environment. Don't miss out on this opportunity – apply today!

Important Links

Find the Link in [Apply Now](#)

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