

Office Boy

Job Location

Saudi Arabia

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 2,500 - USD 3,400

Qualifications

No formal education is required.

Employment Type

Full-time

Hiring organization

Aramco

Date posted

January 23, 2025

Valid through

31.07.2025

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Description

Office Boy Jobs in Saudi Arabia – Aramco Careers

Looking for **Office Boy jobs in Saudi Arabia** with **free visa sponsorship**? Saudi Aramco, one of the world's largest oil and gas companies, is hiring **Office Boys** for their offices across Saudi Arabia. This is a great opportunity for individuals looking for **visa sponsorship jobs**, **jobs hiring near me**, or stable employment with a reputed organization.

Aramco Office Boy Jobs in Saudi Arabia

Company: Saudi Aramco

Position: Office Boy

Location: Various locations across Saudi Arabia

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Aramco Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview
Qualification	High School Pass or equivalent
Skills	Cleaning, multitasking, time management
Eligibility Criteria	Minimum Age: 18 years
Salary	SAR 1,500-2,500 per month
Experience	No prior experience required
Apply Method	Online Application
Application Medium	Official Saudi Aramco Careers Website
Last Date to Apply	As soon as possible
Working Hours	8 hours per day, 6 days per week

Job Description

Saudi Aramco is looking for **Office Boys** to assist in daily office operations. This role involves maintaining office cleanliness, serving refreshments, and supporting staff with small tasks. If you are a hardworking individual seeking a **visa sponsorship job**, this is a great opportunity.

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Responsibilities

- Clean and maintain office spaces, including desks and meeting rooms.
- Serve tea, coffee, and refreshments to staff and visitors.
- Assist in arranging and organizing documents or files.
- Deliver messages and documents within the office.
- Ensure cleanliness of kitchen and pantry areas.
- Help with office errands and minor tasks.
- Follow safety and hygiene protocols.

Skills

- Good time management and organizational skills.

- Ability to multitask and assist staff with various tasks.
- Friendly and professional demeanor.
- Basic communication skills in English or Arabic.
- Attention to cleanliness and hygiene.

Qualifications

- High School Pass or equivalent is preferred.
- No formal education is mandatory.
- On-the-job training will be provided.

Experience

- No prior experience is necessary, but experience in similar roles is a plus.

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Apply now for an **Office Boy job** at Saudi Aramco in Saudi Arabia. Don't miss this opportunity to join one of the world's most prestigious companies. Submit your application today!
Important Links

Find the Link in [Apply Now](#)

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