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

(adsbygoogle = window.adsbygoogle || []).push({}); **Register Now**

- Part-Time Work From Home – Survey Jobs.

Worldwide Jobs – Latest Jobs in USA, Australia, UK, Canada etc

Apply for Various Jobs in Top Companies in Various Sector.

Launch your global career! Find the latest job openings in the US, Australia, UK, Canada and more. Explore opportunities across top companies and diverse industries – all on one platform. Apply now and take your career international!

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs

Want to Apply Jobs from our App Install Now!

- Install our Job App.

Base Salary
USD 2,500 - USD 2,800

Qualifications

Hiring organization
SABIC

Date posted
January 6, 2025

Valid through
31.07.2025

APPLY NOW

High School diploma or equivalent

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Office Boy Job in Saudi Arabia – SABIC Careers

Are you looking for **jobs hiring near me**, **work from home jobs**, or **part-time jobs near me**? This is a great opportunity to work with SABIC, one of the leading companies in Saudi Arabia. They are hiring for the position of Office Boy. If you are dedicated, organized, and eager to start your career, this role is perfect for you.

SABIC Office Boy Jobs Saudi Arabia

Company: SABIC
Position: Office Boy
Location: Various locations across Saudi Arabia

(adsbygoogle = window.adsbygoogle || []).push({});

SABIC Jobs for Office Boy – Apply Online

Details	Information
Selection Process	Written Test, Face-to-Face Interview
Qualification	High School Pass or Equivalent
Skills	Time management, cleanliness, organizational skills, multitasking
Eligibility Criteria	Minimum Age: 18 years, Saudi National Preferred
Salary	SAR 2,500 – SAR 3,500 Per Month
Experience	Freshers and Experienced Candidates Welcome
Apply Method	Online Application
Application Medium	Apply through the Official SABIC Careers Page
Last Date to Apply	As Soon as Possible
Working Hours	9:00 AM – 5:30 PM, Sunday to Thursday

Job Description

SABIC is hiring for the position of **Office Boy** in Saudi Arabia. This role involves managing basic office tasks and ensuring the workspace remains neat and organized. This is an excellent opportunity for freshers and experienced individuals to grow with one of the top companies in the region.

[yarpp template="list" limit=3]

Responsibilities:

1. Maintain the cleanliness of office spaces.
2. Serve tea, coffee, or refreshments to staff and guests.
3. Assist in organizing files and documents.

4. Ensure all supplies like stationery and pantry items are available.
5. Help in setting up meeting rooms.
6. Run errands for the office when required.
7. Deliver important documents within the office premises.
8. Assist with photocopying, scanning, and printing tasks.
9. Maintain confidentiality of sensitive office matters.
10. Report any issues in the office to the management promptly.

(adsbygoogle = window.adsbygoogle || []).push({});

Skills:

1. Basic communication skills in Arabic and English.
2. Good time management and multitasking abilities.
3. Knowledge of basic cleaning and maintenance practices.
4. A friendly and cooperative attitude.

Qualifications:

1. High School Diploma or equivalent.
2. Must be physically fit to perform daily tasks.
3. Preference for Saudi nationals but open to all applicants.

Experience:

- No experience required, but previous experience in a similar role is a plus.

Don't miss this opportunity to join SABIC. Apply now through their official website and start your career with a trusted organization in Saudi Arabia.

Important Links