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Office Boy

Job Location

Kuwait

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Base Salary

USD 2,500 - USD 3,500

Qualifications

Hiring organization

Americana Group

Date posted

January 12, 2025

Valid through

31.07.2025

APPLY NOW

High School diploma or equivalent

Employment Type

Full-time

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Description

Office Boy Job in Kuwait – Alshaya Group Careers

Looking for **work visa** or **free visa sponsorship jobs** in Kuwait? Alshaya Group is hiring **office boys** to provide support in their office operations. If you are looking for a **visa sponsorship job**, **jobs hiring near me**, or a stable opportunity in a leading company, this is your chance to apply!

Office Boy Job in Kuwait

Company: Alshaya Group

Position: Office Boy

Location: Kuwait

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Alshaya Group Office Boy Jobs Apply Online

Details	Information
Selection Process	Online Application, Interview, Practical Test
Qualification	Basic Education (10th Pass)
Skills	Basic cleaning, organization, and communication skills
Eligibility Criteria	Minimum Age: 18 years
Salary	KWD 150 – 180 Per Month
Experience	No prior experience required
Apply Method	Online Application
Application Medium	Alshaya Group Official Website
Last Date to Apply	As soon as possible
Working Hours	8 hours per day, 6 days per week

Job Description

Alshaya Group is hiring **office boys** to support various administrative tasks in their office. This role involves basic cleaning, managing office supplies, assisting staff, and ensuring the workplace is organized. The job offers **free visa sponsorship** for eligible candidates. This is a great opportunity to work in a professional environment in Kuwait.

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Responsibilities

- Clean office areas, including desks, restrooms, and common spaces.
- Organize office supplies and ensure stocks are replenished.
- Serve tea, coffee, and snacks to office staff and visitors.
- Assist with handling office mail and deliveries.

- Maintain the office's cleanliness and hygiene standards.
- Support staff with any other office tasks as needed.

Skills

- Basic cleaning and organizational skills.
- Ability to communicate effectively.
- Willingness to assist with various office tasks.
- Ability to work independently and as part of a team.

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Qualifications

- Basic education (10th pass preferred).
- Ability to communicate in English or Arabic.

Experience

- No prior experience is required; training will be provided.

Apply now for an **office boy** position with Alshaya Group in Kuwait. Enjoy the benefits of **visa sponsorship jobs**, competitive salary, and the chance to grow in a leading company.

Important Links