

## Office Boy

### Job Location

Dubai

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 1,330 - USD 2,120

### Qualifications

Minimum 10th or 12th Pass.

### Employment Type

Full-time

### Hiring organization

DAMAC Properties

### Date posted

February 15, 2025

### Valid through

31.08.2025

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## Description

### Office Boy Jobs in Dubai – DAMAC Properties Careers

Are you searching for **office boy jobs in Dubai** with **free visa sponsorship**? **DAMAC Properties**, one of the top real estate companies in the UAE, is hiring **office boys** for their offices. This is a great chance for those looking for **work visa jobs**, **jobs hiring near me**, or **part-time jobs near me**.

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### DAMAC Properties Office Boy Jobs in Dubai

**Company:** DAMAC Properties

**Position:** Office Boy

**Location:** Dubai, UAE

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### DAMAC Careers – Apply Online

| Details                     | Information                                   |
|-----------------------------|---|
| <b>Selection Process</b>    | Online Application, Interview                 |
| <b>Qualification</b>        | 10th Pass or 12th Pass                        |
| <b>Skills</b>               | Time management, communication, teamwork      |
| <b>Eligibility Criteria</b> | Minimum Age: 18 years                         |
| <b>Salary</b>               | AED 2,500-3,500 per month                     |
| <b>Experience</b>           | Freshers and Experienced candidates can apply |
| <b>Apply Method</b>         | Online Application                            |
| <b>Application Medium</b>   | Official DAMAC Careers Website                |
| <b>Last Date to Apply</b>   | As soon as possible                           |
| <b>Working Hours</b>        | 8 hours daily                                 |

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### Job Description

**DAMAC Properties** is hiring **office boys** to help with daily office tasks. This role is suitable for those looking for **visa sponsorship jobs**, **part-time jobs**, or **full-time jobs hiring near me**.

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### Responsibilities

- Serve tea, coffee, and refreshments to staff and guests.
- Clean and maintain office areas.
- Manage documents and files as directed.
- Help with photocopying, scanning, and printing.
- Support staff with small errands and deliveries.
- Ensure meeting rooms are clean and ready.

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### Skills

- Basic communication skills.
- Ability to manage time effectively.

- Teamwork and a helpful attitude.
- Basic understanding of office duties.

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## Qualifications

- Minimum 10th or 12th Pass.
- Basic English-speaking skills.
- Good physical fitness for daily tasks.

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## Experience

- Freshers can apply.
- Experience in office assistance is a plus.

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**Apply now** to join **DAMAC Properties** as an **office boy** in Dubai. Whether you want **visa sponsorship jobs**, **part-time jobs**, or **full-time jobs**, this is your chance. Submit your application today!  
**Important Links** Find the Link in [Apply Now](#)

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