



<https://jobsareahub.com/job/office-boy-jobs-in-saudi-arabia-aramco-careers/>

## 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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### Hiring organization

Aramco

### Date posted

February 3, 2024

### Valid through

31.08.2025

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### Base Salary

USD 2,500 - USD 3,400

### Qualifications

No formal education is required.

### Employment Type

Full-time

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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.

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#### 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.

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## 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.

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## Qualifications

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

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## 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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