



We Are Hiring!!!

Office Boy

The Job:

- Responsible for deliver and pick up mails, message, documents, packages and other items to and from offices, post office or any other location if required
- Must has basic computer knowledge of word, excel and powerpoint
- Handle basic administrative duties like scanning, copying documents, filing, maintaining documents, operating the telephone lines in the office and taking messages as and when required
- Serving tea or other beverages to guest or office staffs
- Organizing and cleaning of equipment
- Ensuring all Policies and Procedures is adhered to at all times
- All Health and Safety instructions to be adhered to at all times

Selection Criteria:

- Minimum 1 to 2 years as Office Boy work experience
- Basic computer knowledge mandatory
- Must be able to submit a Police Clearance certificate with current dated
- Able to speak and write in English
- Hard working and committed
- Willing to work on shifting schedule

How to Apply:

Interested candidates may send their updated CVs along with the required documents listed below at careers@uae.g4s.com. Please make sure to indicate on the subject line “**Application for Office Boy**”

Required Documents:

- Updated CV
- Passport Copy
- Police Clearance
- Experience Letters
- Education Certificate

Benefits:

- Company provided accommodation & transportation
- Air ticket allowance every two years of completed service
- Other benefits as per UAE labour law.