

Job Summary

We are looking for a reliable and hardworking **Office Boy** to support daily administrative and housekeeping activities at the **project site office**. The candidate will assist staff with office tasks, maintain cleanliness, and ensure smooth day-to-day operations.

Key Responsibilities

1. Office Support

- Assist office staff with **daily administrative tasks**.
- Deliver documents, files, and messages within the office or project site.
- Help in arranging files, stationery, and office materials.
- Assist during meetings by arranging seating, documents, and refreshments.

2. Housekeeping

- Maintain **cleanliness and hygiene** in the site office, meeting rooms, and common areas.
- Ensure proper arrangement of furniture and office equipment.
- Dispose of waste and maintain a tidy work environment.

3. Pantry & Refreshments

- Prepare and serve **tea, coffee, and water** for staff and visitors.
- Maintain cleanliness of the **pantry area**.
- Ensure availability of drinking water, cups, and other pantry items.

4. Office Assistance

- Assist in **photocopying, scanning, and document filing**.
- Handle basic errands such as purchasing small office supplies when required.
- Support site administration team in daily office work.

5. Material Handling

- Help in receiving and organizing **office stationery and supplies**.
 - Maintain basic records of pantry and office materials.
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Required Qualifications

- Minimum **8th / 10th pass.**

Reporting To

Site Admin

Interested candidates can share their resume at 9326904419