

Office Boy

Job Title	Office Boy		
Division	Human Resources		
Department	Human Resources		
Section	Human Resources		
Location	IBU-Egypt	Direct Reports	
Reports To	HR & Admin Officer /Branch Manager	Version Number	1
External Relations	Visitors	Guide Number	
Internal Relations	All departments	Job Code	

Basic Function

serving Company employees and visitors, promptly providing water, tea, coffee, and other needs, providing all meeting catering and beverages

KEY Responsibilities

Core

- Distribution of tea/coffee among the Managers and visitors.
- Maintain cleanliness of equipment and all the assigned areas.
- Maintaining cafeteria& cleaning materials minimum stock for the cafeteria and cleaning materials regularly.
- other tasks assigned by the direct Manager.
- In the absence of the cleaner; clean all offices.
- Provide all the required catering beverages during inside company meetings.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencies

Communication	Level 1
Resource Management	Level 1

Technical Competencies

Management of Health & Safety Knowledge	Beginner
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Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

High / Middle School Certificate or Technical Courses, must have appropriate certification in their respective field or 1 year experience in their field .

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: