

Office Boy - Human Resources and Administration

Job Title	Office Boy		
Division	Human Resources and Administration Division		
Department	Human Resources and Administration Management Department		
Section	Human Resources and Administration		
Location		Direct Reports	
Reports To	HR Specialist	Version Number	1
External Relations		Guide Number	
Internal Relations	All Department Heads	Job Code	

Basic Function

Attending requirements of department heads and visitors. Promptly proving water, tea, coffee and other needs.

KEY Responsibilities

Core

- Keeping the office premises clean and tidy.
- Preparing and serving tea or coffee to department heads and visitors.
- Serving water to all the staff upon request.
- Ensuring all dispensers are equipped with water bottles.
- Keeping the pantry area clean and organized.
- Wash and sanitize cups, mugs, and utensils after use.
- Assisting staff with the organization of files and documents under coordination
- Assisting staff with various tasks.
- Assisting in setting up meetings, conferences, or events.
- Assisting in relocation of furniture and equipment as needed.
- Assist in setting up and serving refreshments during meetings.
- Ensure that meeting rooms are equipped with necessary refreshments.
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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

Adaptability	Level 1
Communication	Level 1

Technical Competencies

Language Proficiency knowledge (Arabic)	Beginner
Language Proficiency knowledge (English)	Beginner

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: