

## Job Opening For Office Boy

**Company:** Loanbuddha

**Job Description:**

We are seeking a reliable Office Boy to assist in the day-to-day operations of our office. This role is critical to maintaining a smooth workflow in the office environment.

**Key Responsibilities:**

- Assist in serving tea, coffee, and refreshments to staff and visitors.
- Handle photocopying, scanning, and document delivery as required.
- Maintain cleanliness and hygiene of the office premises, including meeting rooms and workstations.
- Run errands such as delivering documents, purchasing office supplies, and handling minor administrative tasks.
- Ensure all office equipment is functional and report any issues.

**Requirements:**

- Experience: 0-2 years in a similar role (preferred).
- Education: Minimum 10th pass.
- Skills:
  - Basic understanding of office procedures.
  - Punctual, disciplined, and dependable.
  - Ability to work with minimal supervision.

**What We Offer:**

- A stable and supportive work environment.
- Fixed working hours with minimal overtime.
- Monthly salary with benefits.

**How to Apply:**

Interested candidates can send their resumes to us via [apply now](#).