



Office Boy/ Peon
RAPID PACK LIMITED

Job Category: Security/Support Service

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Male

Career Level: Entry Level

Salary: Negotiable

Age Limit: Minimum 25 year(s)

Posted On: 2 Dec 2024

Experience: 4-7 years

Application Deadline: 30 Dec 2024

Job Description/Responsibility

- Supervise office cleaning and maintenance regularly.
- Take care of office equipment including Photocopy machine, Printer, Desktop computer and others.
- Provide logistic support during training and other field program.
- Photocopying and scanning of official documents.
- Manage room management and multimedia for various meeting , workshop, training etc.
- Beside doing necessary work of the office for special needs as directed by the Head of factory.

Education Requirements

- Secondary School Certificate (SSC) completed.

Additional Academic Requirements

- SSC

Experience Requirements

- 4 - 7 years of experience is required.

Additional Experience Requirements

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Skills Requirements

- **Must have experience in speaking well.**
- **Must have experience in cleaning.**
- **You need to know table manners.**
- **Must have experience in wearing cleaning clothes.**

Work Area

- Applicant should have experience of working in the following category(ies): Security/Support Service

Industry Type

- Experience should include the following skills: Maintenance/Production

Compensation/Benefits

- **Annual increments are based on performance.**
- **we provide free residential accommodation for bachelors.**
- **Salary: Negotiable**