

Office Administrator Jobs in Canada Free Visa Sponsorship

Hiring organization

Maple Leaf Corporate Services Ltd

Job Location

Canada

Remote work from: Canada

Base Salary

USD 3200 - USD 4100

Date posted

January 8, 2026

Valid through

23.07.2026

Qualifications

Graduate Pass

Employment Type

Full time

Description

Job Position: Office Administrator

Company Name: Maple Leaf Corporate Services Ltd.

Base Salary: 3200-4100 Monthly

Qualifications: Graduate Pass

Experience: 1-2 years in office administration

Skills: Strong communication skills, Reliability, Time management, Proficiency in Microsoft Office, Organizational skills, Problem-solving, Adaptability, Basic bookkeeping, Multi-tasking, Professional phone etiquette

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Responsibilities: Managing daily office operations, Coordinating schedules and appointments, Maintaining digital and physical filing systems, Assisting with payroll and invoicing, Handling correspondence with clients and vendors

Description: Maple Leaf Corporate Services Ltd., a premier provider of business support and management solutions in Canada, is currently seeking a professional and organized Office Administrator to join our central operations team. This role is a great opportunity for candidates with some administrative experience who are looking to advance their career within a structured Canadian corporate environment.

You will be the backbone of our office, ensuring that administrative processes run smoothly and that our team has the support needed to deliver exceptional service to our partners across the country.

Regarding the work visa and residency process, it is important to clarify that we are a details provider and an information guide only. We do not issue visas, nor are we an authorized immigration body. We provide the essential details and steps to help you apply for the correct work authorization independently.

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