

Office Staff Jobs in Canada with Free Visa Scholarship LMIA Approved

Hiring organization

Canadian Corporate Business Services Inc.

Date posted

January 8, 2026

Valid through

23.07.2026

Job Location

Canada

Remote work from: Canada

Base Salary

USD 2500 - USD 3600

Qualifications

12th Pass

Employment Type

Full time

Description

Job Position: Office Staff

Company Name: Canadian Corporate Business Services Inc.

Base Salary: 2500-3600 Monthly

Qualifications: 12th Pass

Experience: No Experience Required or 1 year in administration

Skills: Strong communication skills, Reliability, Time management, Proficiency in MS Office, Basic data entry, Professional phone etiquette, Teamwork, Organizational skills

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Responsibilities: Answering and directing phone calls, Organizing and scheduling appointments, Writing and distributing email and memos, Assisting in the preparation of regularly scheduled reports, Developing and maintaining a filing system

Description: Canadian Corporate Business Services Inc., a leading provider of administrative and operational support across Canada, is currently seeking motivated and dependable individuals to join our Office Staff team. This position is designed for entry-level candidates or those with some basic experience who are

looking to establish a professional career in Canada's thriving business sector. You will be an integral part of our daily operations, ensuring that the office runs smoothly and that our administrative tasks are handled with precision and care.

Regarding the work visa and immigration 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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