

## Office Worker Jobs in Canada with LMIA Approved Visa Work Permit

### Hiring organization

Canadian Enterprise Solutions Corp

### Job Location

Canada

Remote work from: Canada

### Base Salary

USD 2600 - USD 3500

### Date posted

January 8, 2026

### Valid through

23.07.2026

### Qualifications

12th Pass

### Employment Type

Full time

### Description

**Job Position:** Office Worker

**Company Name:** Canadian Enterprise Solutions Corp.

**Base Salary:** 2600-3500 Monthly

**Qualifications:** 12th Pass

**Experience:** No Experience Required or 6 months in office work

**Skills:** Strong communication skills, Reliability, Time management, Basic data entry, Organization, Teamwork, Proficiency in computer applications, Attention to detail, Willingness to complete training

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**Responsibilities:** Managing physical and digital files, Coordinating daily office schedules, Assisting with basic data entry tasks, Handling incoming calls and emails, Supporting general administrative functions

**Description:** Canadian Enterprise Solutions Corp., a versatile business support provider with a presence across major Canadian urban centers, is looking for dependable and motivated individuals to join our team as Office Workers. This role is an ideal entry-point for candidates looking to build a professional career in Canada's corporate sector. You will be responsible for maintaining the organized

flow of our office environment, ensuring that administrative tasks are completed efficiently to support our broader business objectives.

Regarding the work visa and immigration process for Canada, it is essential to clarify that we are a details provider and an information guide only. We do not issue visas or guarantee any form of legal permit. Our role is to provide you with the necessary details and guide you through the official government application channels.

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