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Administration Jobs in Canada with Free Visa Sponsorship 2024

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Job Location

Canada

Remote work from: CA; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

Date posted

October 9, 2024

Valid through

31.12.2050

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Base Salary

USD 30 - USD 35

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Description

Administration Jobs in Canada with Free Visa Sponsorship 2024

About the Job

We are seeking organized and efficient individuals to fill administration roles in Canada. This position offers free visa sponsorship and provides the opportunity to work in various office settings. As an administrator, you will support daily operations and help ensure the smooth running of the office. If you have strong communication skills and enjoy working in a team, this job is a great fit for you.

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Key Responsibilities

- Assist with daily administrative tasks, including filing and data entry.
- Manage phone calls and emails, responding to inquiries promptly.
- Schedule meetings and maintain calendars for staff.
- Prepare reports and documents as needed.
- Ensure the office environment is organized and efficient.

Visa Sponsorship Jobs 2024

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Requirements

- Must be 18 years or older.
- Basic English speaking and writing skills.
- Previous experience in an administrative role is preferred but not required.
- Strong organizational and multitasking abilities.
- Must pass a background and health check.

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Benefits

- Free visa sponsorship to work in Canada.
- Competitive salary and benefits package.
- Paid time off and health insurance.
- Opportunities for professional development and career growth.
- Support with relocation and accommodation.

How to Apply

If you are interested in this job, please apply through the official site. Make sure to submit your resume and any required documents.

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