



<https://jobsleworld.com/jobs/assistant-job-in-canada-cibc-careers/>

Assistant

Job Location

Canada

Remote work from: GE; 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

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 2300 - USD 3800

Qualifications

High school diploma or equivalent (Post-secondary education is an asset)

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Register Now

- [Part-Time Work From Home – Survey Jobs.](#)

Worldwide Jobs – Latest Jobs in USA, Australia, UK, Canada etc

Apply for Various Jobs in Top Companies in Various Sector.

Launch your global career! Find the latest job openings in the US, Australia, UK, Canada and more. Explore opportunities across top companies and diverse industries – all on one platform. Apply now and take your career international!

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Hiring organization

Cibc

Date posted

December 29, 2024

Valid through

31.07.2025

APPLY NOW

Want to Apply Jobs from our App Install Now!

- [Install our Job App.](#)

Description

Assistant Job in Canada – CIBC Careers

CIBC is looking for a dedicated and enthusiastic **Assistant** to join our team in Canada. As an Assistant, you will play a key role in providing support to our staff and helping deliver exceptional service to our clients. If you are organized, eager to learn, and enjoy working in a collaborative environment, this could be the perfect opportunity for you.

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

Details of Assistant Job in Canada

- **Employer:** CIBC
- **Position:** Assistant
- **Location:** Various locations across Canada
- **Qualification:** High school diploma or equivalent (Post-secondary education is an asset)
- **Job Type:** Full-Time, Part-Time
- **Experience:** Entry-level positions available (No prior experience required)
- **Salary:** Competitive salary based on location and experience
- **Language:** English (French is an asset depending on location)

About the Job

As an **Assistant** at CIBC, you will provide administrative and customer support to ensure the smooth running of daily operations. This position offers a great opportunity to grow within the company while contributing to a positive work environment.

[yarpp template="list" limit=3]

You will be responsible for a variety of tasks such as handling communications, organizing schedules, assisting with client inquiries, and ensuring accurate record-keeping.

Visa Sponsorship Jobs 2024

- [Free Visa Sponsorship Jobs 2024 Apply Now Here.](#)

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the

Latest Jobs



Key Responsibilities

- Provide administrative support to the team, including answering phones, emails, and scheduling appointments.
- Assist with data entry and maintain accurate records and files.
- Support clients with inquiries and direct them to the appropriate team member when necessary.
- Coordinate meetings and prepare materials for presentations.
- Handle office supplies and ensure everything is stocked and organized.
- Assist with basic accounting and banking tasks when needed.
- Help manage and organize client documents and communications.
- Collaborate with other teams to ensure smooth and efficient operations.
- Perform general office duties and provide other assistance as required.

Requirements

- High school diploma or equivalent; post-secondary education is an asset.
- Strong organizational skills and attention to detail.
- Good communication skills and a professional demeanor.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to manage time effectively and prioritize tasks.
- Previous administrative experience is a plus but not required.
- Bilingual candidates (English and French) are encouraged to apply.

(adsbygoogle = window.adsbygoogle || []).push({});

Benefits

- Competitive salary and benefits package.
- Health, dental, and vision benefits for full-time employees.
- Paid time off, vacation days, and holiday pay.
- Employee assistance programs and wellness initiatives.
- Career development opportunities and access to training programs.
- A supportive and inclusive work environment with a focus on work-life balance.
- Employee discounts and special offers.

How to Apply

To apply for the **Assistant** position at CIBC, please visit the **CIBC Careers Portal**. Submit your application by uploading your resume and any other required

documents. If your qualifications match our needs, our recruitment team will contact you for the next steps in the hiring process.

Why Choose CIBC?

At CIBC, we believe in creating a diverse, inclusive, and rewarding workplace. With opportunities for career growth, a focus on employee well-being, and a commitment to delivering excellent service to our clients, CIBC is the ideal place to build your career. Join us and become a part of a team that values teamwork, innovation, and success.

Apply today and take the first step toward an exciting career with CIBC!

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

Important Links