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General Worker Jobs in Canada

Job Location

Canada

Remote work from: IN; 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

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Base Salary

USD 28 - USD 36

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization

Allora Immigration

Date posted

May 24, 2024

Valid through

31.12.2050

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Description

General Worker Jobs in Canada (Work From Home)

About the Job

Are you looking for a flexible work opportunity you can do from the comfort of your home? Do you enjoy working with a variety of tasks and helping out where needed? If so, then a General Worker position might be a great fit for you!

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Key Responsibilities

- Complete a variety of administrative tasks, such as data entry, email management, and scheduling.
- Assist with research projects and compiling information.
- Provide excellent customer service through phone or email.
- Be a team player and help out colleagues with their tasks.
- Maintain a positive and professional work ethic.

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Requirements

- Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Ability to work independently and manage your time effectively.
- A keen eye for detail and accuracy.
- Positive and friendly attitude.

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Benefits

- Flexible work schedule (work from home!)
- Opportunity to learn new skills and gain valuable experience.
- Be part of a supportive and collaborative team environment.

How to Apply

If you're interested in joining our team, please visit our careers page (link not provided) to apply online! We look forward to hearing from you!

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