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Office Staff Jobs in Canada with Free Visa Sponsorship 2024

Hiring organization
Natural Factors

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

Date posted
July 12, 2024

Valid through
31.12.2050

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Base Salary

USD 32 - USD 42

Qualifications

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

Employment Type

Full-time, Part-time

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Description

Office Staff Jobs in Canada with Free Visa Sponsorship 2024

We are seeking highly motivated and organized Office Staff to join our team in Canada. As an Office Staff, you will be responsible for providing administrative support to our team, ensuring the smooth operation of our office, and contributing to the achievement of our goals. This is an excellent opportunity to work with a dynamic team and gain valuable experience in a fast-paced environment.

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Key Responsibilities

Provide administrative support to the team, including preparing documents, reports, and presentations Manage and maintain accurate records and files Handle incoming and outgoing mail, emails, and phone calls Coordinate travel arrangements and appointments Perform other administrative tasks as required

Visa Sponsorship[Jobs 2024

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Requirements

High school diploma or equivalent required 1-2 years of experience in an administrative role Excellent communication and organizational skills Ability to work in a fast-paced environment Proficiency in Microsoft Office and Google Suite

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Benefits

Competitive salary and benefits package Free visa sponsorship for successful candidates Opportunities for professional growth and development Collaborative and dynamic work environment

How to Apply

If you are a motivated and organized individual looking for a new challenge, please submit your application through our official website. Please ensure that your application includes your resume, cover letter, and any other relevant documents. We look forward to hearing from you!

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