



<https://jobsleworld.com/jobs/office-worker-job-in-canada-bell-canada-careers/>

Office Worker

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

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Base Salary

USD 2,200 - USD 3,500

Qualifications

Hiring organization

Bell Canada

Date posted

January 19, 2025

Valid through

31.07.2025

APPLY NOW

No formal education required.

Employment Type

Full-time

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Description

Office Worker Job in Canada – Bell Canada Careers

Looking for **office worker jobs** in Canada with **visa sponsorship**? Bell Canada, a leading telecommunications company, is hiring office workers. If you're searching for **visa sponsorship jobs**, **jobs hiring near me**, or opportunities in the administrative sector, this role offers a great chance to work in Canada.

Bell Canada Office Worker Job in Canada

Company: Bell Canada

Position: Office Worker

Location: Toronto, Ontario, Canada

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Bell Canada Jobs Apply Online

Details	Information
Selection Process	Online Application, Interview
Qualification	High School Diploma or Equivalent
Skills	Communication, Organization, Basic Computer Skills
Eligibility Criteria	Minimum Age: 18 years
Salary	CAD 3,000 – 3,500 Per Month
Experience	Freshers and Experienced Candidates Welcome
Apply Method	Online Application
Application Medium	Official Bell Canada Careers Page
Last Date to Apply	As soon as possible
Working Hours	9:00 AM – 5:00 PM

Job Description

Bell Canada is hiring **office workers** for their administrative teams. This is an excellent opportunity for those seeking **visa sponsorship jobs** and **work visa opportunities** in Canada. The role includes basic administrative duties, and no prior experience is required. Training will be provided.

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Responsibilities

- Answer phone calls and emails promptly.
- Organize and file documents systematically.
- Assist in preparing reports and presentations.
- Manage office supplies and inventory.
- Schedule meetings and appointments for management.

- Ensure a clean and organized office space.
- Support other team members with daily tasks.

Skills

- Good verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office tools (Word, Excel, etc.).
- Attention to detail and accuracy.
- Positive attitude and ability to work in a team.

Qualifications

- High School Diploma or equivalent.
- Basic computer knowledge is a must.
- English language proficiency.

Experience

- Freshers are welcome to apply.
- Previous experience in an office setting is an advantage.

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Apply now to join Bell Canada as an **office worker** in Canada. With **visa sponsorship** options and a chance to work with one of Canada's top employers, this is a great opportunity to grow your career. Don't miss out - apply today!

Important Links

Find the Link in [Apply Now](#)

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