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Admin Jobs In Canada With Free Visa Sponsorship 2024

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

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Base Salary

Rs. 25 - Rs. 40

Qualifications

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

Employment Type

Full-time, Part-time

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Hiring organization

DB Schenker

Date posted

October 7, 2024

Valid through

31.12.2050

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Description

Admin Job in Canada with Free Visa Sponsorship 2024

About the Job

Are you organized and detail-oriented? Join us in Canada as an Administrative Assistant! This role offers you the chance to support our team while enjoying free visa sponsorship to live and work in Canada.

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Key Responsibilities

- Manage schedules and organize meetings for team members.
- Handle correspondence, including emails and phone calls.
- Maintain and update office files and records.
- Assist with various administrative tasks and projects.
- Ensure the office runs smoothly and efficiently.

Visa Sponsorship Jobs 2024

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Requirements

- Strong organizational and multitasking skills.
- Good communication skills, both written and verbal.
- Proficiency in Microsoft Office and other office software.
- Ability to work independently and as part of a team.
- Must qualify for visa sponsorship.

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Benefits

- Free visa sponsorship.
- Competitive salary with additional benefits.
- Opportunity to work in a friendly and professional environment.
- Professional development and training opportunities.
- Experience the vibrant culture and lifestyle of Canada.

How to Apply

Submit your application through the official website. Don't forget to include your resume and any relevant certifications. Start your administrative career in Canada with free visa sponsorship today!

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Important Links

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