

Admin Jobs in Canada Free Visa Sponsorship 2024

Job Location

Canada

Remote work from: IN; USA; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 850 - USD 1350

Qualifications

10th, 12th, Graduate

Employment Type

Full-time, Part-time

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Hiring organization

ZSA Canada

Date posted

July 12, 2024

Valid through

31.12.2050

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Description

Overview of Admin Jobs in Canada with Free Visa Sponsorship

Admin jobs in Canada with free visa sponsorship are a great opportunity for foreign nationals to work and live in Canada. Many Canadian employers are willing to sponsor foreign workers for permanent residency or temporary work permits, providing a pathway to a successful career in administration.

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Types of Admin Jobs in Canada with Free Visa Sponsorship

There are various admin jobs in Canada that offer free visa sponsorship, including:

- **Administrative Assistants:** These professionals provide administrative support to organizations, handling tasks such as scheduling, data entry, and document preparation.
- **Office Managers:** Office managers oversee the day-to-day operations of an office, managing staff, budgets, and resources.
- **Executive Assistants:** Executive assistants provide high-level administrative support to senior executives, handling tasks such as calendar management, travel arrangements, and correspondence.
- **Human Resources Coordinators:** Human resources coordinators assist with recruitment, employee relations, benefits administration, and other HR-related tasks.

Visa Sponsorship[Jobs 2024

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Requirements for Admin Jobs in Canada with Free Visa Sponsorship

To be eligible for admin jobs in Canada with free visa sponsorship, candidates typically need to meet the following requirements:

- A bachelor's degree in a related field, such as business administration, human resources, or a related field.
- Relevant work experience in an administrative role, typically 1-2 years.
- Proficiency in Microsoft Office, particularly Word, Excel, and Outlook.
- Excellent communication, organizational, and time management skills.
- Ability to work in a fast-paced environment and meet deadlines.
- Fluency in English or French, depending on the employer's requirements.

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How to Find Admin Jobs in Canada with Free Visa Sponsorship

To find admin jobs in Canada with free visa sponsorship, candidates can:

- Search for job postings on popular job boards, such as Indeed, LinkedIn, and Glassdoor.
- Utilize job search platforms that specialize in Canadian job listings, such as Job Bank and Workopolis.
- Network with Canadian employers and recruiters through professional associations, such as the Human Resources Professionals Association (HRPA) and the Canadian Institute of Management (CIM).
- Consider working with a recruitment agency that specializes in placing foreign workers in Canadian jobs.

Visa Sponsorship Process for Admin Jobs in Canada

The visa sponsorship process for admin jobs in Canada typically involves the following steps:

- The Canadian employer extends a job offer to the foreign national.
- The employer applies for a Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC).
- If the LMIA is approved, the employer provides the foreign national with a copy of the LMIA and a job offer letter.
- The foreign national applies for a work permit or permanent residency through Immigration, Refugees and Citizenship Canada (IRCC).
- The foreign national undergoes medical and police clearance, as required.

Authoritative References Used:

- Immigration, Refugees and Citizenship Canada (IRCC)
- Employment and Social Development Canada (ESDC)
- Human Resources Professionals Association (HRPA) (Print)

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