

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 3,200

Qualifications

High School Diploma, Bachelor's Degree Preferred

Employment Type

Full-time

Hiring organization

RBC

Date posted

February 6, 2025

Valid through

31.08.2025

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Description

Office Worker Job in Canada – RBC Careers

Are you looking for **office worker jobs in Canada** with **free visa sponsorship**? RBC, one of the largest banks in Canada, is hiring **office workers** across multiple locations. If you need a **work visa job**, **jobs hiring near me**, or a **part-time job**, this is a great chance to build your career in a stable company.

RBC Office Worker Jobs in Canada

Company: RBC (Royal Bank of Canada)

Position: Office Worker

Location: Multiple Locations in Canada (Toronto, Vancouver, Calgary, Montreal, Ottawa, and more)

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RBC Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview
Qualification	High School Diploma or Higher
Skills	Basic computer skills, communication, teamwork
Eligibility Criteria	Minimum Age: 18 years
Salary	CAD 20-28 per hour
Experience	No prior experience required
Apply Method	Online Application
Application Medium	Official RBC Careers Website
Last Date to Apply	As soon as possible
Working Hours	Full-time and part-time shifts available

Job Description

RBC is hiring **office workers** for various departments across Canada. This role is ideal for candidates looking for **visa sponsorship jobs**, **jobs hiring near me**, or **part-time jobs**. As an office worker, you will help with administrative tasks, data entry, and customer support.

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Responsibilities

- Handle administrative tasks such as filing and documentation.
- Assist in data entry and record management.
- Communicate with clients and team members.
- Schedule meetings and manage office supplies.
- Follow company policies and procedures.
- Support different departments with daily office tasks.
- Maintain confidentiality of sensitive information.

Skills

- Basic computer knowledge (Microsoft Office, Email).
- Good communication and organizational skills.
- Ability to work in a team.
- Attention to detail and accuracy.

Qualifications

- High School Diploma or equivalent.
- Basic office experience is a plus but not required.

Experience

- No prior experience needed; training will be provided.

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Apply now to join RBC as an **office worker** in Canada. If you're looking for **visa sponsorship jobs**, **remote jobs**, or **part-time jobs near me**, this is a great chance to build a career with a leading company. Submit your application today!

Important Links

Find the Link in [Apply Now](#)

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