



<https://jobsareahub.com/job/office-worker-jobs-in-canada-rbc-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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### Hiring organization

RBC

### Date posted

February 12, 2025

### Valid through

31.08.2025

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### Base Salary

USD 1,200 - USD 2,500

### Qualifications

No formal education is required for unskilled roles.

## Employment Type

Full-time

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## Description

### Office Worker Jobs in Canada – RBC Careers

Are you looking for **Office Worker jobs in Canada** with **free visa sponsorship**? **Royal Bank of Canada (RBC)**, one of Canada's leading financial institutions, is hiring **Office Workers** for various locations. This is an excellent opportunity for those searching for **work visa jobs**, **remote jobs**, **jobs hiring near me**, or **full-time office jobs** in Canada.

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### RBC Office Worker Jobs in Canada

**Company:** Royal Bank of Canada (RBC)

**Position:** Office Worker

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

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### RBC Careers – Apply Online

Details	Information
<b>Selection Process</b>	Online Application, Interview, Assessment Test
<b>Qualification</b>	High School Diploma, Associate or Bachelor's Degree (Preferred)
<b>Skills</b>	MS Office, Data Entry, Customer Service, Communication
<b>Eligibility Criteria</b>	Minimum Age: 18 years
<b>Salary</b>	CAD 3,000 – CAD 4,500 per month
<b>Experience</b>	Freshers and Experienced candidates can apply
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Official RBC Careers Website
<b>Last Date to Apply</b>	As soon as possible
<b>Working Hours</b>	Monday to Friday (9:00 AM – 5:00 PM)

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### Job Description

Royal Bank of Canada is hiring **Office Workers** to assist in administrative tasks, document processing, and client communication. This position is ideal for individuals seeking **visa sponsorship jobs**, **office assistant jobs**, or **entry-level office jobs** in Canada.

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### Responsibilities

- Perform administrative tasks such as data entry and document handling.

- Manage emails, phone calls, and correspondence.
- Assist departments with daily office operations.
- Support customer service teams with inquiries and transactions.
- Maintain records and update company databases.

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## Skills

- Proficiency in **MS Office (Word, Excel, Outlook)**.
- Strong organizational and multitasking abilities.
- Good verbal and written communication skills.
- Attention to detail and time management skills.

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## Qualifications

- High School Diploma or equivalent.
- Associate or Bachelor's degree (preferred but not mandatory).
- Previous office experience is an asset but not required.

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## Experience

- Freshers and experienced candidates can apply.

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**Apply now** to join **RBC** as an **Office Worker** in Canada. Whether you're looking for **visa sponsorship jobs**, **full-time office jobs**, or **entry-level jobs**, this is a great chance to start your career. Submit your application today!

**Important Links**      **Find the LINK in [Apply Now](#)**

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