

August 1, 2025 | Receptionist cum Filing Staff/ Social Media Influencer | Jobsrack



JOBSTACK

Receptionist cum Filing Staff/ Social Media Influencer

written by Spike Immigration Consulting Inc | May 5, 2025



Start Date: 05.05.2025



Expiry Date: 05.06.2025



Job ID: 822157734



Username: spikeimmi



Status: active



Featured: No



Company Name: Spike Immigration



Website: www.spikeimmi.ca



Address: Mississauga



Company Address: 2985 Drew Rd, Mississauga



How to Apply: Email your CV

Description

Job Overview – Attach your Resume and portfolio of yourself or if you have any videos you have made for social media Influencing.

We are seeking a detail-oriented Office Worker to join our team. The ideal candidate will be responsible for various administrative tasks and support functions within the office environment. Also, we expect the candidate on make informative videos for our social media platforms and generate leads from there. Person should not be camera shy and very photogenic. Preferred Applicant who is Permanent Resident or Citizen of Canada.

Responsibilities

- Manage front desk activities including greeting visitors and answering incoming calls
- Assist with budgeting tasks and financial record-keeping using QuickBooks
- Perform clerical duties such as data entry, filing, and document preparation
- Coordinate training development programs for staff members
- Provide administrative support to various departments including human resources and vendor management

Skills

- Proficiency in using phone systems and handling incoming calls professionally
- Experience with QuickBooks or similar accounting software is a plus
- Strong organizational skills with the ability to multitask effectively
- Knowledge of training development principles is desirable
- Previous experience in office administration or related field is preferred

Please do not call us, forward us your Resume if you are shortlisted then we shall call you back!

Job Type: Full-time

Pay: \$17.20-\$18.00 per hour

Additional pay:

- Commission pay

Benefits:

- On-site parking

Flexible language requirement:

- French not required

Schedule:

- Monday to Friday

Application question(s):

- Are you a Permanent Resident or Citizen in Canada?

Education:

- Bachelor's Degree (preferred)

Language:

- English (preferred)

Work Location: In person