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# Office Clerk

**Posted by:** Bright Sky Immigration Services Inc

**Location:** Winnipeg

**Salary:** \$16 Per Hour

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## Job Details

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**Job ID**

NCJ5623846

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**Posting Date :** 24-Nov-2025

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**Expiry Date :** 23-May-2026

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**Education :** Secondary School

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

Office Clerk

Posted on November 24, 2025 by BRIGHT SKY IMMIGRATION SERVICES INC

Job details

Location:

1465 INKSTER BLVD

Winnipeg, MB

Work location: On site

Salary

16.00 hourly / 35.00 to 40.00 hours per week

Terms of employment

Permanent employment

Full time

Evening, Morning, Day, Weekend

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Type and proofread correspondence, forms and other documents

Receive and forward telephone or electronic enquiries

Work on reports from manual or electronic files, inventories and databases

Process incoming and outgoing mail manually or electronically

Send and receive messages

Photocopy and collate documents for distribution, mailing and filing

Order office supplies and maintain inventory

Perform data entry

Provide customer service

Organize and schedule office work

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

Attention to detail

Personal suitability

Adaptability

Collaborative

Efficiency  
Hardworking  
Quick learner  
Time management  
Accurate  
Client focus  
Efficient interpersonal skills  
Organized  
Punctuality  
Team player

Who can apply for this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada  
other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

By email

[hr.brightskyimmigration@gmail.com](mailto:hr.brightskyimmigration@gmail.com)

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