Receptionist (NOC 14101)

Binu John

Job ID
10543

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LOCATION	DATE POSTED	EXPIRY DATE
6033 103A STREET NW, Edmonton, AB| Alberta	20-08-2026	16-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 19.00 / Hour for 32 Hours / Week	No Experience	No degree, certificate or diploma

Job Details

Title: Receptionist (NOC 14101)

Vacancies: 1

Job start date: As soon as possible

Wage: $19.00 / Hour

Hours: 32 Hours / Week

Terms of employment: Permanent, Full time, Day

Job Description

Languages
English

Education
Secondary (high) school graduation certificate

Experience
Will train

Tasks
Greet people and direct them to contacts or service areas, Provide basic information to clients and the public, Order office supplies, Schedule and confirm appointments, Maintain work records and logs, Answer telephone and relay telephone calls and messages, Receive and issue payments

Work Conditions and physical capabilities
Fast paced environment, Work under pressure, Sitting

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