



## Receptionist

**Posted by:** 2448556 Alberta Ltd.

**Posting date:** 03-May-2024      **Closing date:** 30-Oct-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Edmonton

**Salary:** \$20.50 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6511375

## Job description:

Edmonton, AB

Salary: 20.50 hourly / 35 hours per Week

Terms of employment: Permanent employment/Full time

Start date: As soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Will train

#### Responsibilities

Tasks: Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Schedule and confirm appointments

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Provide customer service

#### Additional information

Transportation/travel information: Public transportation is available

Work conditions and physical capabilities: Attention to detail

Personal suitability: Efficient interpersonal skills

Organized

#### How to apply

By email: [jobs2448556albertaltd@outlook.com](mailto:jobs2448556albertaltd@outlook.com)

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