



## Receptionist

**Posted by:** #4 Happy Haircut & Beauty Salon Ltd.

**Posting date:** 22-Nov-2024      **Closing date:** 21-May-2025

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

**Language:** English

**Job location:** Surrey

**Salary:** \$21.50 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6746051

Expired

## Job description:

15955 Fraser Highway suite 10 Surrey, BC V4N 0Y3

Salary: 21.50 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

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: Fast-paced environment

Personal suitability: Organized

How to apply

By email: [happyhaircuthiring@hotmail.com](mailto:happyhaircuthiring@hotmail.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**