



Receptionist

Posted by: BHUTANI GROUP OF COMPANIES INC.

Posting date: 09-May-2024 **Closing date:** 05-Nov-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$20.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6082569

Expired

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

Vacancie: 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

Obtain and process information required to provide customer service

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

Attention to detail

Personal suitability: Efficient interpersonal skills

Organized

How to apply

By email: jobsbhutanigroupofcompanies@outlook.com

Posted on canadianjobportal.com