



## Office receptionist

**Posted by:** 1996809 ALBERTA LTD

**Posting date:** 21-Dec-2024      **Closing date:** 19-Jun-2025

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

**Language:** English

**Job location:** Edmonton

**Salary:** \$19 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5878006

Expired

## Job description:

**POSITION:** Office receptionist

**COMPANY:** 1996809 ALBERTA LTD

## Job details

6412 28 AVE NW  
Edmonton, AB  
T6L 6N3

19.00 hourly / 35 hours per Week

Term or contract  
Full time

Day

Starts as soon as possible

1 vacancy

Verified

Job Bank #2837773

## Overview

### 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

- Order office supplies
- Record and relay information
- Schedule and confirm appointments
- Maintain work records and logs
- Perform clerical duties, such as filing and sorting and distributing mail
- Answer telephone and relay telephone calls and messages
- Arrange teleconferences
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Office

## **Additional information**

### **Security and safety**

- Criminal record check

### **Transportation/travel information**

- Public transportation is available

### **Work conditions and physical capabilities**

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks
- Attention to detail

### **Personal suitability**

Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Organized  
Reliability  
Team player  
Ability to multitask  
Time management

## Who can apply to 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 applying directly on Job Bank (Direct Apply)

### By email

[jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)

### By mail

6412 28 AVE NW  
EDMONTON, AB  
T6L 6N3

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)

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