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Office receptionist

Posted by: 1996809 ALBERTA LTD

Posting date: 26-May-2024 **Closing date:** 22-Nov-2024

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

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

By mail

6412 28 AVE NW
EDMONTON, AB
T6L 6N3