



## Receptionist

**Posted by:** DR R.K. ARYA INC.

**Posting date:** 05-Jul-2024      **Closing date:** 01-Jan-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Abbotsford

**Salary:** \$23.00 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1313427

Expired

## Job description:

### Receptionist Verified

Posted on July 05, 2024 by [DR R.K. ARYA INC.](#)

#### Job details

Abbotsford, BC

V2T 3L3

23.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2987621

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate  
or equivalent experience

### Experience

1 to less than 7 months

### Work setting

Health care institution, facility or clinic

## 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  
Send invoices  
Maintain work records and logs  
Perform clerical duties, such as filing and sorting and distributing mail  
Answer telephone and relay telephone calls and messages  
Calculate billing charges  
Perform data entry  
Provide customer service

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office  
MS Windows

## **Benefits**

### **Other benefits**

Free parking available

## **How to apply**

### **By email**

[rakesharya12@hotmail.com](mailto:rakesharya12@hotmail.com)

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**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: [rakesharya12@hotmail.com](mailto:rakesharya12@hotmail.com)**

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