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Receptionist, medical clinic

Posted by: 2290926 Alberta Ltd.

Posting date: 03-Jun-2024 **Closing date:** 30-Nov-2024

Education: secondary school

Language: English

Job location: Calgary

Salary: \$20.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ5212268

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Will train

On site

Work must be completed at the physical location. There is no option to work remotely.

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
Operate switchboard or telephone system
Record and relay information
Schedule and confirm appointments
Maintain work records and logs
Receive and issue payments
Perform clerical duties, such as filing and sorting and distributing mail
Answer telephone and relay telephone calls and messages
Provide customer service

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.