



guest service representative

Posted by: 1

Posting date: 31-Jan-2025 **Closing date:** 30-Jul-2025

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

Language: English

Job location: Saint John

Salary: \$\$17 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3566102

Job description:

Languages

English

Education

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

Experience

1 year to less than 2 years

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
- Obtain and process information required to provide customer service
- Operate switchboard or telephone system
- Order office supplies
- Record and relay information
- Schedule and confirm appointments
- Send invoices
- 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
- Arrange teleconferences
- Calculate billing charges
- Monitor mobile radio or telephone
- Provide directory assistance
- Provide emergency services
- Relay service to persons with disabilities
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks

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: tpelegantnailspa2020@gmail.com

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