



## 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](mailto:tpelegantnailspa2020@gmail.com)

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