



## Office receptionist

**Posted by:** AJOC Immigration Consultancy Services

**Posting date:** 18-Jun-2025      **Closing date:** 13-Jun-2026

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Edmonton

**Salary:** \$19.00 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7178423

## Job description:

### Office receptionist

**Company:** AJOC Immigration Consultancy Services

#### Job details

6412 28 AVE NW Edmonton, AB

T6L 6N3

On site

19.00 hourly / 35 hours per week

Term or contract

Full time

Day

Starts as soon as possible

1 vacancy

Job Bank ##2837773

## 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
- 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

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## Who can apply for 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 Direct Apply

### By email

[jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)

**By mail**

6412 28 AVE NW

EDMONTON, AB

T6L 6N3

**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:**

**[jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)**

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