



## Receptionist-Clerk

**Posted by:** Modelle Hair Express

**Posting date:** 08-Apr-2024      **Closing date:** 05-Oct-2024

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

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$Salary 25.00 to 35.00 hourly (To be negotiated) Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6543387

Expired

## Job description:

### 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  
Receive and issue payments  
Perform clerical duties, such as filing sorting, and distributing mail  
Answer telephone and relay telephone calls and messages  
Calculate billing charges  
Perform data entry  
Provide customer service

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently  
Work under pressure  
Tight deadlines  
Repetitive tasks  
Attention to detail  
Combination of sitting, standing, walking

### **Personal suitability**

Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Organized  
Ability to multitask  
Time management

## **Who can apply for 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**.

**Address:** 30 Riedel Street, Fort McMurray Alberta T9H3E1

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: [boisconsult@gmail.com](mailto:boisconsult@gmail.com)

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