

Receptionist

Posted By: #4 Happy Haircut & Beauty Salon Ltd.

Location: Surrey

Salary: \$21.50 Per Hour

JOB ID : RJ2386335

Posting Date : 22-Nov-2024

Expiry date : 21-May-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

15955 Fraser Highway suite 10 Surrey, BC V4N 0Y3

Salary: 21.50 hourly / 35 hours per Week

Terms of employment: Permanent employment/Full time

Start date: As soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Will train

Responsibilities

Tasks: Greet people and direct them to contacts or service areas
Provide basic information to clients and the public
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Provide customer service

Additional information

Transportation/travel information: Public transportation is available

Work conditions and physical capabilities: Fast-paced environment

Personal suitability: Organized

How to apply

By email: happyhaircuthiring@hotmail.com

Posted on refugeejobportal.com