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Receptionist, medical clinic

Posted by: 2290926 Alberta Ltd.

Posting date: 03-Jun-2024 **Closing date:** 30-Nov-2024

Education: secondary school

Language: English

Job location: Calgary

Salary: \$20.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: RJ4566800

Job description:

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
- Operate switchboard or telephone system
- Record and relay information
- Schedule and confirm appointments
- 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
- Provide customer service

Who can apply to 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**.