

Receptionist

Posted By: Nolan Hill Gates Physiotherapy And Massage Clinic

Location: Calgary

Salary: \$20.00 Per Hour

JOB ID : RJ2164438

Posting Date : 14-Jul-2024

Expiry date : 10-Jan-2025

Education : Secondary School

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

- Provide basic information to clients and the public
- Order office supplies
- 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
- Calculate billing charges
- Relay service to persons with disabilities
- Perform data entry
- Provide customer service

Additional information

Transportation/travel information

Public transportation is available

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**.

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: emailtoreception@gmail.com

Posted on refugeejobportal.com