

disabledjobboard.com

Receptionist

Posted by: DR R.K. ARYA INC.

Posting date: 05-Jul-2024 **Closing date:** 01-Jan-2025

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Abbotsford

Salary: \$23.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: DISJ4067518

Job description:

Receptionist Verified

Posted on July 05, 2024 by [DR R.K. ARYA INC.](#)

Job details

Abbotsford, BC
V2T 3L3

23.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2987621

Overview

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

1 to less than 7 months

Work setting

Health care institution, facility or clinic

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

Experience and specialization

Computer and technology knowledge

MS Office
MS Windows

Benefits

Other benefits

Free parking available

How to apply

By email

rakesharya12@hotmail.com
