

Expired



Receptionist

Posted by Nolan Hill Gates Physiotherapy and Massage Clinic

Posting Date : 14-Jul-2024

Closing Date : 10-Jan-2025

Location : Calgary

Salary : \$20.00 Per Hour

Job Requirements

- **Education:** Secondary School
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3381400

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: emailreception@gmail.com

Posted on Disabled job Portal