



Office receptionist

Posted by AJOC Immigration Consultancy Services

Posting Date : 18-Jun-2025

Closing Date : 15-Dec-2025

Location : Edmonton

Salary : \$19.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2906269

Job Description:

Office receptionist

Company: AJOC Immigration Consultancy Services

Job details

6412 28 AVE NW Edmonton, AB
T6L 6N3

On site

19.00 hourly / 35 hours per week

Term or contract
Full time

Day

Starts as soon as possible

1 vacancy

Job Bank ##2837773

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
- Order office supplies
- Record and relay information
- Schedule and confirm appointments
- Maintain work records and logs
- Perform clerical duties, such as filing and sorting and distributing mail
- Answer telephone and relay telephone calls and messages
- Arrange teleconferences
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

- MS Office

Additional information

Security and safety

- Criminal record check

Transportation/travel information

- Public transportation is available

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Team player

Ability to multitask

Time management

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

By email

jobs@ajocinternational.com

By mail

6412 28 AVE NW

EDMONTON, AB

T6L 6N3

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:

jobs@ajocinternational.com

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