



Receptionist

Description

Responsibilities

Tasks

- Greet people and direct them to contacts or service areas
- Provide basic information to clients and the public
- Operate switchboard or telephone system
- Order office supplies
- Record and relay information
- Send invoices
- Maintain work records and logs
- Perform clerical duties, such as filing and sorting and distributing mail
- Calculate billing charges
- Relay service to persons with disabilities
- Perform data entry
- Provide customer service

Duties

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Closing Date

October 25, 2024

Categories

Business, Finance and Administration

Employer

Gurprahb Tax and Accounting Services

Location

Seven Oaks

Address

39 Mike Ruta Ct Winnipeg, R2P 1L7

Job Type

Permanent

Education Level

High School

Wage

\$24.00 - \$24.00

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- Perform data entry
- Provide customer service

Qualification

Secondary (high) school graduation certificate

Email

jobwinnipeg09@gmail.com