



Office Receptionist

Description

- We, **AnMatt Immigration Consulting Inc o/a AnMatt Consulting** are looking for **2 Full-Time & Permanent Office Receptionists** (We can consider Part-time as well as Full-time applicants)
- **Employer:** AnMatt Immigration Consulting Inc o/a AnMatt Consulting
- **Title:** Office Receptionist
- **Work Location:** #420-5 Donald St, Winnipeg, Manitoba, MB R3L2T4
- **Work Settings:** Consulting Firm
- **Wage:** \$17.96/hr based on 30-36 hrs/wk
- **Overtime:** Overtime will be paid after 8hrs/day, and 40hrs/wk
- **Benefits:** 4% paid vacation, Dental, Health Care, and Vision plans, Paramedical services coverage
- **Education:** Completion of secondary school
- **Experience:** Not required, but it is an asset
- **Terms of Employment:** Permanent, Full-time
- **Position Available:** 2
- **Language:** English
- **Job Description:**
 - Welcome clients and guide them to appropriate contacts or service locations.
 - Provide clients with fundamental information
 - Collect and manage the necessary information for service provision.
 - Order office supplies.
 - Organize and verify appointments.
 - Keep and update work records and logs.
 - Carry out clerical tasks, including filing, sorting, and distributing mail.
 - Answer to phone calls and convey messages.
 - Provide customer service.

Closing Date

June 14, 2024

Categories

Business, Finance and Administration

Employer

AnMatt Immigration Consulting Inc o/a AnMatt Consulting

Location

Downtown

Address

#420-5 Donald St,
Winnipeg, Manitoba,,
MB R3L2T4

Job Type

Full-time

Education Level

High School

Wage

- Provide office support and assist other workers
- **Others** We welcome applications from underrepresented groups such as Indigenous peoples, New Immigrants, Youth etc. Candidates legally entitled to work in Canada can apply.
- **How to apply Email:** info@anmatt.ca
- **Mail:** #420-5 Donald St, Winnipeg, Manitoba, MB R3L2T4

\$17.96 - \$17.96

Email

info@anmatt.ca