



Receptionist

Description

Responsibilities

Tasks

- Greet people and direct them to contacts or service areas
- Provide basic information to clients and the public
- Order office supplies
- Record and relay information
- Schedule and confirm appointments
- Send invoices
- 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
- Provide directory assistance
- Perform data entry
- Provide customer service

Experience and specialization

Computer and technology knowledge

- MS Office
- Electronic mail

Additional information

Closing Date

July 26, 2024

Categories

Business, Finance and Administration

Employer

Skyliner Immigration Services inc.

Location

Seven Oaks

Address

636 Leila Ave Winnipeg, R2V 3N7

Job Type

Part-time

Education Level

High School

Email

info@skylinerimmigration.com

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Team player
- Ability to multitask

Qualification

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

Experience an asset