



# Receptionist

## Description

### Overview

### Languages

English

**Wage - \$18.00 hourly / 40 hours per Week**

### Education

- Secondary (high) school graduation certificate

### Experience

Experience an asset

### Duties

### 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

## Closing Date

August 3, 2024

## Categories

Business, Finance and Administration

## Employer

Skyliner Immigration Services inc.

## Location

Seven Oaks

## Address

636 Leila Ave  
Winnipeg, R2V 3N7

## Job Type

Full-time

## Education Level

High School

- 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**

### **Personal suitability**

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