



Receptionist - NOC: 14101

Description

- About Us:**
- Welcome to Camellia Nail Bar! We believe that a nail salon should be more than just a place where you get your nails done. It is a safe space where you can check your worries at the door while you enjoy being pampered, and leave with renewed energy, feeling beautiful and ready to take on the world. Our team is dedicated to providing top-notch nail care services in a serene and welcoming environment.
- Job Description:**
- We are looking for a friendly and organized Receptionist to join our team at Camellia Nail Bar. The ideal candidate will be the first point of contact for our clients, ensuring they feel welcomed and valued from the moment they walk through the door. This role is crucial in creating a positive first impression and ensuring the smooth operation of our salon.

Duties

Responsibilities:

- Welcome individuals entering our space and guide them to relevant personnel or services, offer general information both in-person and via telephone, and potentially undertake clerical tasks while also ensuring front desk security and maintaining access lists.
- Schedule appointments utilizing either manual or computerized scheduling systems.

Closing Date

July 1, 2025

Categories

Services

Employer

Camellia Nail Bar

Location

Transcona

Address

1545 Regent Ave W
Winnipeg, R2C 5R4

Job Type

Permanent

Education Level

High School

Email

bbich1196@gmail.com

- Record bookings, process credit card transactions, handle payments and issue receipts and manage financial transactions effectively.
- Maintain an organized inventory of supplies and promotional materials, replenishing as needed to support daily operations and events.
- Handle inquiries and resolve complaints or concerns from guests and clients courteously and efficiently, escalating issues to management when necessary.
- Utilize digital platforms and software tools to manage reservations, update event schedules, and communicate with internal teams and external vendors effectively.

Qualification

Requirements:

- Previous experience in a receptionist, administrative, or customer service role is an asset.
- Strong communication skills, both verbal and written, with a friendly and professional demeanor.
- Excellent organizational skills and attention to detail.
- Ability to multitask and work effectively in a fast-paced environment.
- Flexible schedule