



# Receptionist

## Description

1. 1 vacancy
2. Languages
3. English
4. Education
5. Secondary (high) school graduation certificate
6. Experience
7. 1 year to less than 2 years
8. Responsibilities
9. Tasks
10. Greet people and direct them to contacts or service areas
11. Provide basic information to clients and the public
12. Operate switchboard or telephone system
13. Order office supplies
14. Send invoices
15. Maintain work records and logs
16. Receive and issue payments
17. Arrange teleconferences
18. Monitor mobile radio or telephone
19. Relay service to persons with disabilities
20. Perform data entry
21. Perform basic bookkeeping tasks
22. Experience and specialization
23. Computer and technology knowledge
24. MS Office
25. Electronic mail
26. MS Access
27. MS Excel
28. MS Outlook
29. MS PowerPoint
30. MS Word

## Closing Date

December 31, 2024

## Categories

Business, Finance and Administration

## Employer

SNIS EXPRESS LOGISTICS LTD.

## Location

Assiniboine South

## Address

995 mcphillips street suite 5  
Winnipeg, R2X 2K3

## Job Type

Permanent

## Education Level

High School

## Email

imandhillon1997@gmail.com

31. MS Windows
32. Additional information
33. Personal suitability
34. Efficient interpersonal skills
35. Excellent oral communication
36. Excellent written communication
37. Flexibility
38. Reliability
39. Team player
40. Ability to multitask
41. Time management

## **Duties**

### 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
- Send invoices
- Maintain work records and logs
- Receive and issue payments
- Arrange teleconferences
- Monitor mobile radio or telephone
- Relay service to persons with disabilities
- Perform data entry
- Perform basic bookkeeping tasks

## **Qualification**

### Experience and specialization

- Computer and technology knowledge
- MS Office
- Electronic mail
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- MS Windows

### Additional information

- Personal suitability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication

- Flexibility
  - Reliability
  - Team player
  - Ability to multitask
  - Time management
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