



receptionist

Description

A Receptionist's duties and responsibilities include greeting visitors, helping them navigate through an office, and supplying them with refreshments as they wait. In addition, they maintain calendars for appointments, sort mail, make copies, and plan travel arrangements.

Duties

- Greet people and direct them to contacts or service areas
- Record and relay information
- Send invoices
- Receive and issue payments
- Answer telephone and relay telephone calls and messages
- Arrange teleconferences
- Calculate billing charges

Qualification

Languages
English
Education

- No degree, certificate or diploma

Experience
2 years to less than 3 years

Closing Date

November 30, 2025

Categories

Health

Employer

Wright 1 Care Inc.

Location

Assiniboine South

Address

106-1100 Fife St
Winnipeg, MB R2X
3A5 Winnipeg - MB,
R2X 3A5

Job Type

Full-time

Education Level

College

Wage

\$16.00 - \$18.00

