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Receptionist

Posted by #4 Happy Haircut & Beauty Salon Ltd.

Job Details

Posting Date: 22-Nov-2024

Closing Date: 21-May-2025

Location: Surrey

Salary: \$21.50 Per Hour

Job Requirements

Education: Secondary (high) school graduation certificate

Language: English

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job ID: YJ4472091

Job Description

15955 Fraser Highway suite 10 Surrey, BC V4N 0Y3

Salary: 21.50 hourly / 35 hours per Week

Terms of employment: Permanent employment/Full time

Start date: As soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Will train

Responsibilities

Tasks: Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Provide customer service

Additional information

Transportation/travel information: Public transportation is available

Work conditions and physical capabilities: Fast-paced environment

Personal suitability: Organized

How to apply

By email: happyhaircuthiring@hotmail.com