

Receptionist

Canadian Consulting Engineers Inc.

Location: 306, 13348 TWP 672A, Churchill Gate Lac La Biche, AB, T0A 2C0

19.00 hourly / 40 hours per week

Permanent employment/Full time - Day, Evening, Early Morning, Morning

Starts as soon as possible

Source Job Bank #2961796

Education

- No degree, certificate or diploma
- Experience
- Will train

Responsibilities

- Tasks
- Greet people and direct them to contacts or service areas
- Provide basic information to clients and the public
- Obtain and process information required to provide customer service
- Order office supplies
- Record and relay information
- Schedule and confirm appointments
- Send invoices
- Maintain work records and logs
- Receive and issue payments
- Perform clerical duties, such as filing and sorting and distributing mail
- Answer telephone and relay telephone calls and messages
- Arrange teleconferences

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Support for persons with disabilities
- Support for newcomers and refugees
- Support for youths
- Support for Veterans
- Support for Indigenous people
- Support for mature workers
- Supports for visible minorities

How to apply

By email: careers@cceab.ca

By mail: 306, 13348 TWP 672A, Churchill Gate, PO BOX 987 Lac La Biche, AB T0A 2C0