Receptionist (NOC 14101)

Edmonton IT Solution Ltd.

Job ID
9294

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/9294

LOCATION	DATE POSTED	EXPIRY DATE
6033 103A STREET NW, Edmonton, AB| Alberta	22-04-2026	17-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $19.00 / Hour	Will train	Secondary (high) school graduation certificate

Job Details

Title: Receptionist (NOC 14101)

Vacancies: 1

Job start date: As soon as possible

Wage: $19.00 / Hour

Hours: 32 Hours / Week

Terms of employment: Permanent, Full time, Day

Employer: Edmonton IT Solution Ltd.

Business and Job location: 6033 103A STREET NW Edmonton, AB T6H 2J7

Support for youths
Offers on-the-job training tailored to youth
Provides awareness training to employees to create a welcoming work environment for youth

Job Description

Languages
English

Education
Secondary (high) school graduation certificate

Experience
Will train

Tasks

Greet people and direct them to contacts or service areas, Provide basic information to clients and the public, Order office supplies, Schedule and confirm appointments, Maintain work records and logs, Answer telephone and relay telephone calls and messages, Receive and issue payments

Work Conditions and physical capabilities

Fast paced environment, Work under pressure, Sitting

How to apply

By email

jk19841996@gmail.com

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