

JOB POSTING DETAILS

Employer	Mann Florist	Job Type	RI
Job Title	Receptionist Front Office	Duration	Part Time
Job ID	11670	Location	Sault Ste. Marie
Date Posted	October 28, 2021	Closing Date	December 9, 2021

Job Overview - Description & Duties

Mann Florist is looking to hire 2 receptionists for the coming Christmas season. The position welcomes visitors by greeting them, in person or on the telephone and answering or referring inquiries. The position will also cover our front of house walk in customers by processing cash, credits and debits as well as taking orders for engraving/embroidery.

Part-time Contract: 20 per week/1 month
Expected start date: December 01, 2021

Salary: \$14.35-\$14.50 per hour

Required Skills

Secondary School (preferred)
Administrative assistant: 2 years (preferred)

Other Requirements

COVID-19 considerations:
All employees are required to wear masks, wash hands often and not attend work if they are sick.

How to Apply

Please submit resume to Employment Solutions via email employmentsolutionsjobs@saultcollege.ca, and quote job #11670.