

JOB POSTING DETAILS

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|--------------------|---------------------------|---------------------|------------------|
| Employer | Mann Florist | Job Type | RI |
| Job Title | Receptionist Front Office | Duration | Part Time |
| Job ID | 11999 | Location | Sault Ste. Marie |
| Date Posted | January 17, 2022 | Closing Date | January 31, 2022 |

Job Overview - Description & Duties

Mann Florist is looking to fill some temporary positions for Valentines Day. 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 hours per week

Salary: \$15 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 #11999.