

JOB POSTING DETAILS

Job Title	Receptionist/Office Administrator	Job Type	RI
ES Job ID	13106	Duration	NA
Date Posted	July 29, 2022	Location	NA
		Closing Date	August 17, 2022

Job Overview - Description & Duties

A local Employer is looking to hire a Receptionist/Office Administrator.

Schedule:

35-40 hours a week

Wage:

\$16/hr to start, increases available based on experience

Duties Include:

- Answering phones
- Scheduling appointments
- Filing
- Billing
- Accounts receivable
- Email communication

Required Skills

NA

Other Requirements

NA

How to Apply

Applicants are welcome to submit their resume to: employmentsolutionsjobs@saultcollege.ca and quote job #13106.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.