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# Office receptionist

**Posted by:** AJOC Immigration Consultancy Services

**Location:** Edmonton

**Salary:** \$19.00 Per Hour

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## Job Details

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**Job ID**

NCJ4030222

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**Posting Date :** 18-Jun-2025

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**Expiry Date :** 15-Dec-2025

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**Education :** Secondary (high) school graduation certificate

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

### Office receptionist



**Company:** AJOC Immigration Consultancy Services

**Job details**

6412 28 AVE NW  
Edmonton, AB  
T6L 6N3

On site

19.00 hourly / 35 hours per week

Term or contract  
Full time

Day

Starts as soon as possible

1 vacancy

Job Bank ##2837773

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

Will train

### On site

Work must be completed at the physical location. There is no option to work remotely.

## 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  
Maintain work records and logs  
Perform clerical duties, such as filing and sorting and distributing mail  
Answer telephone and relay telephone calls and messages  
Arrange teleconferences  
Perform data entry  
Provide customer service  
Perform basic bookkeeping tasks

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

## **Additional information**

### **Security and safety**

Criminal record check

### **Transportation/travel information**

Public transportation is available

### **Work conditions and physical capabilities**

Ability to work independently  
Fast-paced environment  
Work under pressure  
Tight deadlines  
Repetitive tasks  
Attention to detail

### **Personal suitability**

Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Organized  
Reliability  
Team player  
Ability to multitask

## **Who can apply for this job?**

### **The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## **How to apply**

### **Direct Apply**

By Direct Apply

### **By email**

[jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)

### **By mail**

6412 28 AVE NW

EDMONTON, AB

T6L 6N3

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email:**

**[jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)**

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