



POSITION: Receptionist

STATUS: Permanent
Full-time/Part-time

PLACE: To be determined

JOB DESCRIPTION

The receptionist greets and guides the residents, the tenants and the visitors, giving general information, receiving and transmitting messages and forwarding telephone calls.

The receptionist could also be responsible for other tasks consistent with office work depending upon the establishment.

QUALIFICATIONS REQUIRED

- ✓ 1 to 3 years experience
- ✓ Professional
- ✓ Client oriented
- ✓ Good communication skills
- ✓ Expertise in Word and Excel software, an asset
- ✓ Expertise in the French and English languages, written and oral, an asset

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.
Only applicants selected shall be contacted.