



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

Receptionist

Job ID	45-98-46-21-95-A0	
Web Address	https://careers.indigenous.link/viewjob?jobname=45-98-46-21-95-A0	
Company	Wellness Art Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-01-16	To: 2024-07-14
Job	Type: Full-time	Category: Office
Job Salary	\$19.00 per hour, 40 hours per week	
Languages	English	

Description

Wellness Art Inc., Edmonton, Alberta requires 1 Receptionist on a full-time basis.

Few of the job duties include: 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 services, Order office supplies, Record and relay information, Schedule and confirm appointments, Send invoices, Receive and issue payments, Perform clerical duties, such as filing sorting and distributing mail, Answer telephone and relay telephone calls and messages, Provide customer service etc.

We encourage underrepresented groups to apply (youth, newcomers, disabled, Aboriginal peoples etc.)

Experience

The employer is willing to Train

Education Requirements

No Education is required

How to Apply

Please mail your resume to: catalina@wellnessartmassage.com

OR

Please mail your resume to: 12328 102 Avenue NW, Suite #202-203, Edmonton, AB, T5N 0L9

Job Board Posting

Date Printed: 2024/07/03

Receptionist

Job ID	40288F0A16ED5	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=40288F0A16ED5	
Company	Wellness Art Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-01-16	To: 2024-07-14
Job	Type: Full-time	Category: Office
Job Salary	\$19.00 per hour, 40 hours per week	
Languages	English	

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OR

Please mail your resume to: 12328 102 Avenue NW, Suite #202-203, Edmonton, AB, T5N 0L9

Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/07/03

Receptionist

Job ID	B2408475D9909	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=B2408475D9909	
Company	Wellness Art Inc.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-01-16	To: 2024-07-14
Job	Type: Full-time	Category: Office
Job Salary	\$19.00 per hour, 40 hours per week	
Languages	English	

Description

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