



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

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/02

Spa Receptionist

Job ID	CA-09-D5-29-1B-97	
Web Address	https://careers.indigenous.link/viewjob?jobname=CA-09-D5-29-1B-97	
Company	Hand And Stone Massage And Facial Spa	
Location	Woodbridge, Ontario	
Date Posted	From: 2024-03-06	To: 2024-09-02
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$18.00 Per Hour For 40 To 44 Hours Per Week	
Languages	English	

Description

Woodbridge, ON

L4H 0A2

Terms: Permanent, Full time

Employment Conditions: Day, Evening, Flexible hours, Weekend

Vacancies: 1

Responsibilities

Task

- Greet people and direct them to contact or service areas
- Provide basic information to clients and the public
- Obtain and process information required to provide services
- Operate switchboard to telephone system
- Record and relay information
- Schedule and confirm appointments
- Send invoices
- Maintain work records and logs
- Receive and issue payments
- Permit clerical duties, such as filing and sorting and distributing mail
- Answer telephone and relay telephone calls and messages
- Arrange teleconference
- Calculate billing charges
- Monitor mobile radio or telephone
- Provide directory assistance
- Perform data entry
- Provide customer services

Experience and specialization

Computer and technology knowledge

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

- Repetitive tasks

- Attention to detail

- Combination of sitting, standing, walking

Personal suitability

- Efficient interpersonal skills

- Excellent oral communication

- Excellent written communication

- Flexibility

- Organized

- Reliability

- Team Player

- Ability to multitask

- Time management

- Maturity

Employment groups

The employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Visible minorities

Who can apply to this job

Only apply to this job if:

- You are a Canadian citizen or a permanent resident of Canada

- You have a valid Canadian work permit

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

Experience

2 years to less than 3 years

Education Requirements

Secondary (high) school graduation certificate or equivalent experience

Work Environment

Urban area, Spa

How to Apply

By applying directly on Job Bank (Direct apply)

By email: catherine.felices@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Spa Receptionist

Job ID	E950EF7E86932	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=E950EF7E86932	
Company	Hand And Stone Massage And Facial Spa	
Location	Woodbridge, Ontario	
Date Posted	From: 2024-03-06	To: 2024-09-02
Job	Type: Full-time	Category: Office
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- Perform data entry
- Provide customer services

Experience and specialization

Computer and technology knowledge

- Switchboard 1-25 lines
- Electronic scheduler
- Word processing software
- MS Office
- Electronic mail
- MS Word
- MS Windows

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

- Repetitive tasks

- Attention to detail

- Combination of sitting, standing, walking

Personal suitability

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