Receptionist

Super Seamless of Canada

Job ID
51032

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LOCATION	DATE POSTED	EXPIRY DATE
560 Henderson Drive Regina, SK S4N 5X2, Regina, SK | Saskatchewan	07-08-2026	03-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 21.00/hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

How to apply:

By email: superseamless.23@gmail.com

Work conditions and physical capabilities:

Ability to work independently

Work under pressure

Tight deadlines

Repetitive tasks

Sitting

Job Description

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

Responsibilities:

Greet people and direct them to contacts or service areas

Obtain and process information required to provide customer service

Order office supplies

Send invoices

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Provide customer service

Experience and specialization:

Computer and technology knowledge: MS Office

Public transportation is available

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