

Receptionist

LDS Immigration Services

Job ID
51797

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LOCATION	DATE POSTED	EXPIRY DATE	
890 Crace Street, Nanaimo, BC British Columbia	23-10-2026	21-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 24.23/hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Send your CV to: ldsimmigrationjobs@yahoo.com

Position available: 1

Youth, newcomers, indigenous people are welcome to apply.

Job Description

Greet clients as soon as they walk through the door and make them feel comfortable while they wait.

Take incoming calls, answer basic questions about office hours or services, and route important calls to the right staff member.

Manage the office calendar to schedule, change, or confirm meeting times for clients and immigration consultants.

Open, log, and hand out letters, packages, and delivered documents to the correct team members.

Make sure the front desk, waiting area, and meeting rooms look clean, organized, and professional.

Write down accurate notes from phone calls or walk-ins and pass them along to the consultants quickly.

Hand out intake forms to new clients, help them fill out basic details, and pass the completed forms to the processing team.