

Receptionist

Labrador Dental Clinic

Job ID
50904

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LOCATION	DATE POSTED	EXPIRY DATE	
2 Powell Street, Happy Valley-Goose Bay, NL Newfoundland and Labrador	28-07-2026	24-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 20.89	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Overview

We are seeking a highly organized and detail-oriented Receptionist to join our team. The ideal candidate will possess strong communication skills, with a proven ability to manage multiple tasks efficiently. This role requires proficiency in various Microsoft Office applications and a solid understanding of the role of a receptionist and customer care.

Experience and specialization

Computer and technology knowledge

Switchboard 1-25 lines

Electronic scheduler

Word processing software

MS Office

Electronic mail

MS Excel

MS Outlook

MS PowerPoint

MS Word

MS Windows

Work conditions and physical capabilities

Ability to work independently, Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail and Combination of sitting, standing, walking

Experience

1 to less than 7 months

On site

Work must be completed at the physical location.

Benefits

Health benefits and Dental plan

Other benefits

Free parking available, On-site housing options and Paid time off (volunteering or personal days)

Job Description

Responsibilities

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 customer service

Operate switchboard or telephone system

Record and relay information

Schedule and confirm appointments

Send invoices

Maintain work records and logs

Receive and issue payments

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

Answer telephone and relay telephone calls and messages

Arrange teleconferences

Provide directory assistance

Relay service to persons with disabilities

Provide customer service