

Receptionist

Labrador Dental Clinic

Job ID
40685

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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 per hour	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.

- 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

- 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)