

## Celine Nails is hiring a beauty salon receptionist

Celine Nails

Job ID  
**40727**

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/40727>

|                                                                                     |                                                                                                 |                 |                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|
| LOCATION                                                                            | DATE POSTED                                                                                     | EXPIRY DATE     |                                                      |
| 689 Westville Rd, New Glasgow, NS, B2H 2J6,<br>Canada, New Glasgow, NS  Nova Scotia | 30-07-2026                                                                                      | 26-01-2027      |                                                      |
| TYPE OF JOB                                                                         | SALARY                                                                                          | MIN. EXPERIENCE | MIN. EDUCATION                                       |
| Full Time                                                                           | CAD \$21.50 to \$25.50<br>hourly (To be<br>negotiated depending<br>on experience and<br>skills) | No Experience   | Secondary (high)<br>school graduation<br>certificate |

### Job Details

Celine Nails is hiring a beauty salon receptionist

#### Job details

Location: 689 Westville Rd, New Glasgow, NS, B2H 2J6, Canada

Work location: On site

Salary: \$21.50 to \$25.50 hourly (To be negotiated depending on experience and skills)

Terms of employment: Permanent employment / Full time (Part-time OK) 15 to 48 hours per week / Shift

Starts as soon as possible

Benefits: 4% vacation pay / Dental plan / Health care plan / Vision care benefits

Vacancies: 1

#### Job Requirements

Language: English

Education: Secondary (high) school graduation certificate

Experience: Will train

#### How to apply

By email: [thuanthanh1010@yahoo.ca](mailto:thuanthanh1010@yahoo.ca)

### Job Description

#### Responsibilities

#### Tasks

1. Provide basic information to clients and the public
2. Schedule and confirm appointments
3. Greet people and direct them to contacts or service areas

4. Receive and issue payments
5. Answer telephone and relay telephone calls and messages
6. Record and relay information
7. Perform clerical duties, such as filing and sorting and distributing mail
8. Perform data entry
9. Perform basic bookkeeping tasks

#### Support for youths

- Offers on-the-job training tailored to youth
- Provides awareness training to employees to create a welcoming work environment for youth