Celine Nails is hiring a beauty salon receptionist

Celine Nails

Job ID
40727

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LOCATION	DATE POSTED	EXPIRY DATE
689 Westville Rd, New Glasgow, NS, B2H 2J6, 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 hourly (To be negotiated depending on experience and skills)	No Experience	Secondary (high) school graduation 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

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

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