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Part-time Opportunities | Part-time Opportunities | Part-time Opportunities | Restaurants/ Hospitality | Technical/Skilled Trades

THE INDEPENDENT and FREE PRESS

Has an excellent opportunity for a
CASUAL PART-TIME RECEPTIONIST / ADMINISTRATION
Approximately 20-25 hours per week.

In this role you will be responsible for:
- Assisting with day-to-day operations of the office
- Enhancing customers experience by providing clerical support
- Greeting customers at front desk reception area
- Properly handling incoming calls; taking complete messages for distribution services
- Processing of daily cash sheets / bank runs

If you possess the following qualifications, please apply immediately:
- One year of administrative support experience required,
- Post high school education preferred
- Working knowledge of Microsoft Office
- Demonstrated organizational, customer relations skills required

Interested candidates email their resumes to: ccampbell@theifp.ca

Cindi Campbell
The Independent and Free Press
280 Guelph Street, Unit 77 Georgetown, Ontario L7G 4B1

We appreciate the interest of all applicants; however only those selected for an interview will be contacted.

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david.netherton@me.com
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Rob 416.896.4425
ascaricabinets@gmail.com

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