

Job description

Longstone Law Corporation is looking for a permanent full-time receptionist to join our team. Duties include, but are not limited to:

- Provide professional and positive first point of contact with our clients
- Answer phone calls, book appointments and direct calls to appropriate office staff
- Sort incoming mail, deliveries, and faxes to appropriate office staff
- Prepare and send outgoing mail, faxes, and couriers
- Work with Word, Outlook, Excel and office programs
- Data entry with extreme accuracy.

Wage dependent upon experience.

Please drop off your resume to our office located at 310-1210 Cedar Street, Campbell River, BC V9W 2W5

Job Types: Full-time, Permanent

Salary: \$20.00-26.00 per hour

Benefits:

- Company events
- Dental care
- Extended health care
- On-site parking
- Paid time off
- Vision care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- No weekends or Statutory Holidays

Supplemental pay types:

- Bonus pay

Work remotely: No