



# RECEPTIONISTS

NOC 14101

Work in public and private institutions to greet and direct clients and visitors. They also answer telephone calls, take messages, schedule appointments and perform other clerical duties.



### 3-YEAR OUTLOOK



Moderate

### 3-YEAR JOB OPENINGS

516

### MEDIAN HOURLY WAGE

\$18.27

\$13.75 LOW \$23.00 HIGH

### TYPICALLY REQUIRED



High school / on-the-job training

### EMPLOYED

3,005

### AVERAGE SALARY

\$36,800

The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



## EMPLOYMENT BY INDUSTRY

42.0%	Health care and social assistance
8.8%	Retail trade
8.6%	Administrative and support, waste management and remediation services
40.6%	All Other Industries



## EMPLOYMENT BY AGE

14.8%	15-24
18.3%	25-34
15.5%	35-44
20.6%	45-54
22.7%	55-64
8.3%	65+

### ALSO KNOWN AS

- Answering Service Operator
- Appointment Clerk
- Business Receptionist
- Dental Receptionist
- Hospital Admitting Clerk
- Medical Receptionist

## MAIN DUTIES:

This group performs some or all of the following duties:

### Receptionists

- Schedule appointments, using manual or computerized systems

### Hospital admitting clerks

- Interview patients to obtain and process information required to provide hospital and medical services

### Switchboard and answering service operators

- Answer telephones and record and relay messages.

