

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

372

MEDIAN HOURLY WAGE

$22.00

$16.00 LOW — $28.00 HIGH

TYPICALLY REQUIRED



High school / on-the-job training

EMPLOYED

3,283

AVERAGE SALARY

$36,800



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:

- Greet people coming into offices and other establishments, direct them to the appropriate contacts or services, provide general information in person and by phone, and may perform clerical duties and maintain front desk security and security access lists
- Interview patients to obtain and process information required to provide hospital and medical services
- Operate a telephone system or switchboard to answer, screen and forward telephone calls, take messages and provide information as required, and may perform clerical duties.

