



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.



NB QUICK FACTS

3-YEAR OUTLOOK



Moderate

3-YEAR JOB OPENINGS

420

MEDIAN HOURLY WAGE

\$20.00

\$15.65 \$26.72
LOW HIGH

TYPICALLY REQUIRED



High school / on-the-job
training

EMPLOYED

3,253

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.



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.

