



RECEPTIONISTS

NOC 1414

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



3 YEAR JOB OPENINGS

293

MEDIAN HOURLY WAGE

\$17.95

\$12.00 LOW \$25.13 HIGH

TYPICALLY REQUIRED



High school or specific training

EMPLOYED

2,709

MEDIAN SALARY

\$23,263

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

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EMPLOYMENT BY INDUSTRY

35.2%	Health care and social assistance
10.2%	Administrative and support, waste management and remediation services
8.6%	Retail trade
46.0%	All Other Industries



EMPLOYMENT BY AGE

15.9%	15-24
16.2%	25-34
18.5%	35-44
23.5%	45-54
19.1%	55-64
6.7%	65+

MAIN DUTIES:

The following is a summary of the main duties for some occupations in this unit group:

- Receptionists 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.
- Medical and dental receptionists greet patients, schedule appointments, using manual or computerized systems, receive and record payment for services, and direct patients to appropriate areas.
- Hospital admitting clerks interview patients to obtain and process information required to provide hospital and medical services.

ALSO KNOWN AS

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



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