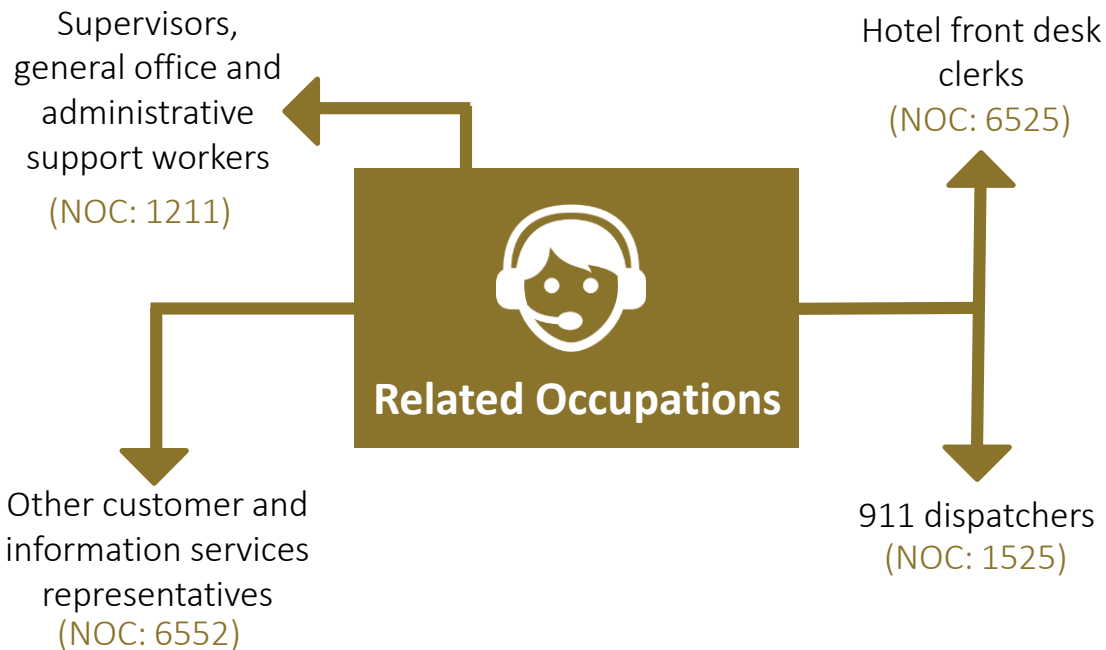


RECEPTIONISTS (NOC: 1414)



Receptionists greet people arriving at offices, hospitals and other establishments, direct visitors to appropriate person or service, answer and forward telephone calls, take messages, schedule appointments and perform other clerical duties. They are employed by hospitals, medical and dental offices and throughout the public and private sectors. Telephone operators are included in this group.

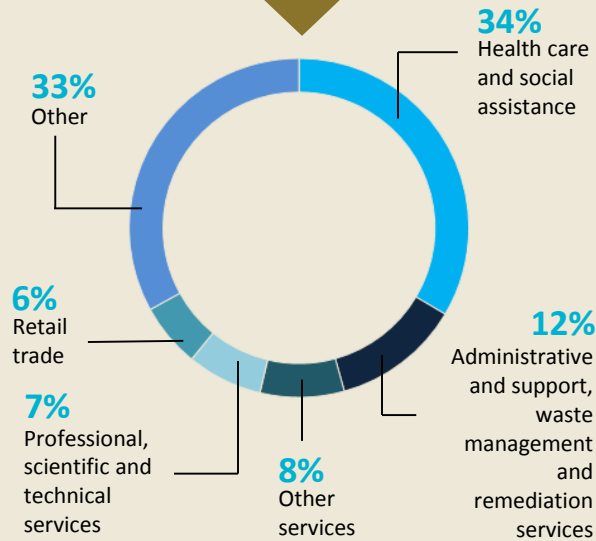


Completion of secondary school is usually required and **on-the-job** training may be provided.



Work Prospects (2018 - 2020): **Fair**

Employment by Industry



Examples of duties performed

- 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.
- Hospital admitting clerks interview patients to obtain and process information required to provide hospital and medical services.
- 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.



Sample Job Titles

Telephone operator

Receptionist

Telereceptionist

1,114

Job Openings
2017-2026

\$15.93

Median
Wage
(Per Hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

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