



**Northern Gateway  
Consulting Services Ltd.**

Your Gateway to the North

# **ONE RECEPTIONIST**

**(NOC 1414)**

**Full-Time and Permanent Position**

**WANTED**

**Wage:** \$23/hour

Northern Gateway provides national and international staff recruitment service to organizations in Yellowknife. It also provides Northern Businesses with business planning, and development services, marketing services, and also helps to locate potential international investors, and more.

Receptionist's duty is to greet and direct clients to appropriate person, answer telephone and email enquiries, arrange meetings, travel schedules and teleconferences, provide invoices and receive payment, and other general office duties. The qualified candidate must have completed high school and be able to communicate fluently in English and Chinese. Experience is preferred but not necessary.

**Please send CV to:** [contact@norgateway.com](mailto:contact@norgateway.com)

*Only qualified candidates will be contacted for interview.*