

Receptionist – How to Apply

Thank you for your interest in the Receptionist position.

How to Apply

Please review the Job Profile for an understanding of the job description, expected qualifications and competencies, as well as salary and benefit information.

If you believe that you meet the expectations outlined, submit your Cover Letter and Resume in Microsoft Word or Adobe format along with a completed Employment Application to greg@cfquesnel.com. Your cover letter should describe why you feel this position is a good fit for you.

Hiring Process

Initial interviews will be conducted as qualified resumes are received.

Short-listed applicants will be required to complete personal and aptitude testing.

Please note that only those applicants that have been short-listed for an interview will be contacted.

Other

Please note that the successful applicant will be required to complete a Criminal Records check.

Should you have any questions that are not covered in the Job Profile please call me at 250-992-2322.

Sincerely,



General Manager