

La Unique Laser Centre

<https://www.launiquecenter.com/job/receptionist/>

Description

You've probably heard of us being in love with medical aesthetics. But have you heard that La Unique Laser Centre is an undeniable leader within the Medical Aesthetics industry, with a chain of unique and successful medical cosmetic clinics in Ontario. An award-winning clinic, we care deeply about our patients. We don't just provide a service – we deliver results. We're passionate about what we do, and it's because of that dedication that we've been recognized as the Top Choice Medical Spa for three consecutive years (2022-2024) and the Canadian Choice Award winner for two years in a row (2024-2025). We proudly offer over 20 cosmetic treatments to thousands of men and women instilling beauty and confidence.

We're looking for a long-term and committed Receptionist to join our team. If you're interested in this opportunity, read on!

Your tasks will be to:

- Welcome clients/visitors by greeting them and checking them in for their appointments and maintain booking schedule.
- Maintain telecommunications system by answering calls and making calls to clients.
- Maintain safe and clean reception area.
- Contribute to team effort by accomplishing related results as needed.
- Receive payment and issue receipts.
- Takes customer complaints or issues and pass them on to the appropriate parties.

Receptionist

Hiring Organization

La Unique Laser Centre Brampton, Mississauga and Thornhill

Employment Type

Full-time, Part-time

Job Location

Brampton, Mississauga and Thornhill

Date Posted

August 7, 2024