



Full Time Receptionist – Maternity Coverage until March 2026 (possibility to extend)

Location: Vancouver, BC (in person)

Full-time (40 hours/week shifts)

Start date: As soon as possible

The role:

Are you a friendly and organized person who loves interacting with people? Do you speak French? If so, we have the perfect position for you! We are looking for a **full time Bilingual (French/English) receptionist** to cover a maternity leave until March 2026.

Key responsibilities:

- Greet members and visitors in a friendly and professional manner.
- Answer phone calls and redirect them as necessary.
- Respond to email inquiries promptly and professionally.
- Handle high volume of clients for courses, exam registrations and placement tests.
- Assist with administrative tasks as needed.

Qualifications and Requirements:

- Education degree: High School diploma.
- Bilingual English and French, oral and written. A third language is a plus.
- Excellent customer service skills.
- Friendly attitude
- Efficiency in multitask management.
- Extremely organized and detail oriented.
- The candidate must be eligible to work in Canada (Canadian Citizen, permanent resident, refugee or have a valid work permit).

Shifts : Monday to Friday

- Monday 8.15AM-2.30PM,
- Tuesday 10.30AM-6.30PM,
- Wednesday 8.15AM-4.15PM,
- Thursday 8.15AM-4.15PM,
- Friday 8.15AM-4.15PM,

Benefits:

- Dental care, extended health care, paid time off,

Pay: \$20.28 per hour

How to Apply

- Please submit your **resume and cover letter** via Indeed or email to hr@afcapa.ca

Only shortlisted candidates will be contacted.