



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

Medical Clinic Receptionist

Job ID	29-E2-8E-C9-A4-9F
Web Address	https://careers.indigenous.link/viewjob?jobname=29-E2-8E-C9-A4-9F
Company	Carleton Medical Clinic
Location	St. Albert, Alberta
Date Posted	From: 2024-02-01 To: 2024-07-30
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$20.00 per hour, 35 to 40 hours per week
Languages	English

Description

Vacancies:

01

Terms of Employment:

This is a full-time position

Must be available to work days, evenings, and weekends.

Part-time work is also available.

Criminal record check

Experience:

1 year to less than 2 years

Education:

Completion of secondary school

Work Setting:

Clinic/Private practice

You are expected to perform the following duties:

Greet people and direct them to service areas

Provide basic information to patients

Relay service to persons with disabilities

Obtain and process information required to provide services

Order office supplies

Calculate billing charges

Send invoices, receive and issue payments

Record and relay information

Schedule and confirm appointments

Maintain work records and logs

Perform clerical duties, such as filing, sorting and distributing mail

Answer telephone and relay telephone calls and messages

How to Apply

Mail or in-person:

102-125 Carleton Drive

St. Albert, AB T8N 3S6

Email:

carletonmedicalrecruitment@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Medical Clinic Receptionist

Job ID	B561A708EAB6D
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=B561A708EAB6D
Company	Carleton Medical Clinic
Location	St. Albert, Alberta
Date Posted	From: 2024-02-01 To: 2024-07-30
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$20.00 per hour, 35 to 40 hours per week
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Email:

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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/07/03

Medical Clinic Receptionist

Job ID	5979D1D85B918
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=5979D1D85B918
Company	Carleton Medical Clinic
Location	St. Albert, Alberta
Date Posted	From: 2024-02-01 To: 2024-07-30
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$20.00 per hour, 35 to 40 hours per week
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