



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: 2024/07/01

Medical Office Assistant

Job ID	76-C9-FE-8C-ED-92
Web Address	https://careers.indigenous.link/viewjob?jobname=76-C9-FE-8C-ED-92
Company	Canyon Meadows Medical Center
Location	Calgary, Alberta
Date Posted	From: 2024-05-06 To: 2024-11-02
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$21.00 per hour, 35 to 40 hours per week.
Languages	English

Description

Vacancies:

02

Terms of Employment:

This is a full-time position.

Must be available in the morning, daytime, and weekends.

A part-time schedule is also available.

A drug test is required.

Location:

1041 Canyon Meadows Drive SW

Calgary, AB T2W 5V3

Experience:

1 year to less than 2 years

Education:

Completion of secondary school

Work Setting:

Family Practice and Walk-In Clinic

Your main duties are but are not limited to:

Greet patients and visitors in a professional and friendly manner.

Coordinate with medical staff to ensure efficient patient flow.

Provide exceptional customer service to patients, addressing any inquiries or concerns.

Schedule and confirm appointments.

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

Answer telephone and relay telephone calls and messages.

Relay service to persons with disabilities.

Maintain electronic medical records, ensuring accuracy and confidentiality.

Follow-up clinic emails daily.

How to Apply

Mail or in-person:

1041 Canyon Meadows Drive SW

Calgary, AB T2W 5V3

Email:

layi@ymail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

Medical Office Assistant

Job ID	F8297DC28EEB7
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=F8297DC28EEB7
Company	Canyon Meadows Medical Center
Location	Calgary, Alberta
Date Posted	From: 2024-05-06 To: 2024-11-02
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
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Job Board Posting

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

Date Printed: 2024/07/01

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Job ID	7A1545C3ABC66
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=7A1545C3ABC66
Company	Canyon Meadows Medical Center
Location	Calgary, Alberta
Date Posted	From: 2024-05-06 To: 2024-11-02
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