



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

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/02

Medical Administrative Assistant (NOC 13112)

Job ID	BF-4B-A9-10-2A-1B
Web Address	https://careers.indigenous.link/viewjob?jobname=BF-4B-A9-10-2A-1B
Company	FJV Enterprises Inc. Dba Lions Park Animal Hospital
Location	Port Coquitlam , British Columbia
Date Posted	From: 2024-04-22 To: 2024-10-19
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$23.00 per hour, 35-40 hours per week
Languages	English

Description

FJV Enterprises Inc. dba Lions Park Animal Hospital is a Vet Hospital in Coquitlam. We provide dedicated, accessible, convenient veterinary care to the pets. Currently we are looking to hire one Medical Administrative Assistant for our hospital.

Position Available: 1

Terms of Employment: Permanent, Full-time

Job Location: 2129-2850 Shaughnessy Street Port Coquitlam BC V3C 6K5

Job Duties:

- Coordinate the flow of information
- Interview owner of pets to obtain case histories
- Open and distribute regular and electronic incoming mail and other material
- Schedule and confirm appointments
- Supervise and Train staff in procedures and in use of current software
- Complete insurance and other claim forms
- Maintain filing system
- Order supplies and maintain inventory
- Determine and establish office procedures and routines
- Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review
- Initiate and maintain confidential medical files and records
- Perform data entry & Provide customer service

Job Requirements:

Education: Completion of one- or two-year college certificate, secondary school education is required

Experience: 1-2 years of relevant experience is required.

Work conditions and physical capabilities:

- Fast-paced environment
- Attention to detail.

Personal suitability

- Flexibility
- Reliable
- Organized
- Team player
- Ability to multitask

How to Apply

Contact only by sending emails at: lionsparkhospital@gmail.com. No phone calls or personal visits are allowed before the interview. Selected candidates would be contacted for one-to-one interview.

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Medical Administrative Assistant (NOC 13112)

Job ID	597DE6CB5E8BC	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=597DE6CB5E8BC	
Company	FJV Enterprises Inc. Dba Lions Park Animal Hospital	
Location	Port Coquitlam , British Columbia	
Date Posted	From: 2024-04-22	To: 2024-10-19
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: 2024/07/02

Medical Administrative Assistant (NOC 13112)

Job ID	A2CB1A4BA3CCC
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=A2CB1A4BA3CCC
Company	FJV Enterprises Inc. Dba Lions Park Animal Hospital
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