



# 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: 2024/07/02

## Secretary-receptionist, Medical Office

<b>Job ID</b>	<b>CA-51-DE-A1-DB-73</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CA-51-DE-A1-DB-73">https://careers.indigenous.link/viewjob?jobname=CA-51-DE-A1-DB-73</a>
<b>Company</b>	Dr. Saiyed Professional Corporation O/A Wellcare Medical Clinic
<b>Location</b>	Calgary, Alberta
<b>Date Posted</b>	From: 2024-03-13 To: 2024-09-09
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$20.00 Hourly, for 30 to 40 Hours per week
<b>Languages</b>	English

### Description

Job Types

Regular job

Terms of Employment:

Full Time, Permanent

Location:

4909 17 Ave SE suite 116

Calgary, AB

T2A 0V5

(1 vacancy)

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Order office supplies

Schedule and confirm appointments

Maintain work records and logs

Answer telephone and relay telephone calls and messages

Perform data entry

Provide customer service

Experience and specialization

Computer and technology knowledge

Electronic medical records

MS Office

MS Excel

MS Windows

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Repetitive tasks

Attention to detail

Personal suitability  
Excellent oral communication  
Excellent written communication  
Organized  
Reliability

**How to Apply**

By email  
draliyaseen584@gmail.com

By mail  
4909 17 Ave SE suite 116  
Calgary, AB  
T2A 0V5

# Job Board Posting

Date Printed: 2024/07/02

## Secretary-receptionist, Medical Office

<b>Job ID</b>	<b>9092FE98C2476</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=9092FE98C2476">http://NewCanadianWorker.ca/viewjob?jobname=9092FE98C2476</a>
<b>Company</b>	Dr. Saiyed Professional Corporation O/A Wellcare Medical Clinic
<b>Location</b>	Calgary, Alberta
<b>Date Posted</b>	From: 2024-03-13 To: 2024-09-09
<b>Job</b>	Type: Full-time Category: Office
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# Job Board Posting

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

Date Printed: 2024/07/02

## Secretary-receptionist, Medical Office

<b>Job ID</b>	<b>531E26A1AAA1B</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=531E26A1AAA1B">http://NoExperienceNeeded.ca/viewjob?jobname=531E26A1AAA1B</a>	
<b>Company</b>	Dr. Saiyed Professional Corporation O/A Wellcare Medical Clinic	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2024-03-13	To: 2024-09-09
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