



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: 2024/06/30

Medical (Dental) Administrative Assistant (NOC 13112)

Job ID	CG-UZ-HO-01-06-26	
Web Address	https://careers.indigenous.link/viewjob?jobname=CG-UZ-HO-01-06-26	
Company	Somba Ke Family Dental Professional Corporation	
Location	Yellowknife, Northwest Territories	
Date Posted	From: 2024-05-31	To: 2024-11-27
Job	Type: Full-time	Category: Office
Languages	English	

Description

Interview patients to obtain case histories, Schedule and confirm appointments, Complete insurance and other claim forms, Maintain filing system, Perform general clerical work, such as order supplies and maintain inventory, Perform data entry, Provide customer service

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

Experience: 1 year to less than 2 years

Salary: \$27.00 per hour

Permanent employment, Full time, 40 hours per week

How to Apply

By Email:

reception@sombakedental.com

By Mail:

4901-48th Street

Yellowknife, NT

X1A 2P9

Dr. Hazem Kobaisy

Somba Ke Family Dental Professional Corporation

Yellowknife, NT

Job Board Posting



Date Printed: 2024/06/30

Medical (Dental) Administrative Assistant (NOC 13112)

Job ID	NCW001194	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW001194	
Company	Somba Ke Family Dental Professional Corporation	
Location	Yellowknife, Northwest Territories	
Date Posted	From: 2024-05-31	To: 2024-11-27
Job	Type: Full-time	Category: Office
Languages	English	

Description

Interview patients to obtain case histories, Schedule and confirm appointments, Complete insurance and other claim forms, Maintain filing system, Perform general clerical work, such as order supplies and maintain inventory, Perform data entry, Provide customer service

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

Experience: 1 year to less than 2 years

Salary: \$27.00 per hour

Permanent employment, Full time, 40 hours per week

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Dr. Hazem Kobaisy

Somba Ke Family Dental Professional Corporation

Yellowknife, NT

Job Board Posting

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

Date Printed: 2024/06/30

Medical (Dental) Administrative Assistant (NOC 13112)

Job ID	WUPFJXDB20893
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=WUPFJXDB20893
Company	Somba Ke Family Dental Professional Corporation
Location	Yellowknife, Northwest Territories
Date Posted	From: 2024-05-31 To: 2024-11-27
Job	Type: Full-time Category: Office
Languages	English

Description

Interview patients to obtain case histories, Schedule and confirm appointments, Complete insurance and other claim forms, Maintain filing system, Perform general clerical work, such as order supplies and maintain inventory, Perform data entry, Provide customer service

Languages: English

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