



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

Medical Office Assistant

Job ID	E9-3F-4D-47-DB-57	
Web Address	https://careers.indigenous.link/viewjob?jobname=E9-3F-4D-47-DB-57	
Company	Midtown Medical Centre Inc.	
Location	Airdrie, Alberta	
Date Posted	From: 2024-01-06	To: 2024-07-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

Terms of employment: Permanent employment, Full time, Day, Morning

Number of Positions: 2

Education: Secondary (high) school graduation certificate

Experience: Will train

Work setting: Health care institution, facility or clinic

Tasks:

Greet people and direct them to contacts or service areas; Record and relay information; Schedule and confirm appointments; Maintain work records and logs; Answer telephone and relay telephone calls and messages; Perform data entry; Provide customer service

Transportation/travel information: Public transportation is available

Work conditions and physical capabilities: Fast-paced environment; Repetitive tasks; Attention to detail; Combination of sitting, standing, walking

Personal suitability: Efficient interpersonal skills, Flexibility, Organized, Team player

How to Apply

By email: midtown_medical@yahoo.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Medical Office Assistant

Job ID	F198DAE1EA450	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=F198DAE1EA450	
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Location	Airdrie, Alberta	
Date Posted	From: 2024-01-06	To: 2024-07-04
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