



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: 2024/05/19

Office Services Coordinator

Job ID	42-37-F2-AE-8E-09	
Web Address	https://careers.indigenous.link/viewjob?jobname=42-37-F2-AE-8E-09	
Company	Dr. Istabraq R. Jasim Dentistry	
Location	Mississauga, Ontario	
Date Posted	From: 2024-04-22	To: 2024-10-19
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$27/hr, 40 hours a week	
Languages	English	

Description

One (1) post of Office Services Coordinator (NOC 13100) at Dr. Istabraq R. Jasim Dentistry, located at 925 Rathburn Rd E, ON - L4W 4C3

Tasks:

Implement new administrative procedures

Review and evaluate new administrative procedures

Delegate work to office support staff

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

Plan and control budget and expenditures

Additional information

Personal Suitability

Efficient interpersonal skills

Flexibility

Organized

Reliability

Ability to multitask

Time management

Adaptability

Integrity

Team player

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

tomkencentredentistry@gmail.com

Job Board Posting

Date Printed: 2024/05/19

Office Services Coordinator

Job ID	F4DBBAD89DCC7	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=F4DBBAD89DCC7	
Company	Dr. Istabraq R. Jasim Dentistry	
Location	Mississauga, Ontario	
Date Posted	From: 2024-04-22	To: 2024-10-19
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$27/hr, 40 hours a week	
Languages	English	

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- Efficient interpersonal skills
- Flexibility
- Organized
- Reliability
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Integrity

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Job Board Posting

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

Date Printed: 2024/05/19

Office Services Coordinator

Job ID	30D46EA1D74BE	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=30D46EA1D74BE	
Company	Dr. Istabraq R. Jasim Dentistry	
Location	Mississauga, Ontario	
Date Posted	From: 2024-04-22	To: 2024-10-19
Job	Type: Full-time	Category: Health Care
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