



# 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.Link's 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: 2024/04/27

## Administrative Assistant, Medical

<b>Job ID</b>	<b>4A-60-D3-44-DA-63</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4A-60-D3-44-DA-63">https://careers.indigenous.link/viewjob?jobname=4A-60-D3-44-DA-63</a>	
<b>Company</b>	Delta Dental	
<b>Location</b>	Red Deer, Alberta	
<b>Date Posted</b>	From: 2019-06-17	To: 2019-12-14
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.78 / hour for 36 to 44 hours / week	
<b>Languages</b>	English	

### Description

Vacancies 1

Employment groups: Indigenous people

Terms of employment Permanent, Full time

Employment conditions: Overtime, Morning, Day, Evening, Shift, Weekend, Flexible hours

Job requirements

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

Transportation/Travel Information

Public transportation is available

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Attention to detail, Large caseload

Personal Suitability

Initiative, Judgement, Client focus, Excellent written communication, Excellent oral communication, Effective interpersonal skills, Reliability, Team player, Flexibility, Accurate, Organized

Specific Skills

Interview patients to obtain case histories, Complete insurance and other claim forms, Arrange travel, related itineraries and make reservations, Determine and establish office procedures and routines, Prepare draft agendas for meetings and take, transcribe and distribute minutes, Supervise and train other staff in procedures and in use of current software, Initiate and maintain confidential medical files and records, Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review

Work Setting

Clinic

### How to Apply

By email:

[associatesdental@hotmail.com](mailto:associatesdental@hotmail.com)

In person:

7151 50th Ave

Red Deer, AB T4N 4E4

from 11:00 to 03:00

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/04/27

## Administrative Assistant, Medical

<b>Job ID</b>	<b>3B3CDA70CC199</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=3B3CDA70CC199">http://NewCanadianWorker.ca/viewjob?jobname=3B3CDA70CC199</a>	
<b>Company</b>	Delta Dental	
<b>Location</b>	Red Deer, Alberta	
<b>Date Posted</b>	From: 2019-06-17	To: 2019-12-14
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# Job Board Posting

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

Date Printed: 2024/04/27

## Administrative Assistant, Medical

<b>Job ID</b>	<b>3188B6F4E743B</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=3188B6F4E743B">http://NoExperienceNeeded.ca/viewjob?jobname=3188B6F4E743B</a>	
<b>Company</b>	Delta Dental	
<b>Location</b>	Red Deer, Alberta	
<b>Date Posted</b>	From: 2019-06-17	To: 2019-12-14
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