



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: 2024/05/02

Administrative Assistant

| | | |
|-----------------------|---|------------------|
| Job ID | 4B-22-63-A6-49-D1 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=4B-22-63-A6-49-D1 | |
| Company | Enhance Dental Centre | |
| Location | Vancouver, British Columbia | |
| Date Posted | From: 2019-02-28 | To: 2019-08-27 |
| Job | Type: Full-time | Category: Office |
| Job Start Date | As soon as possible | |
| Job Salary | \$23.00/hr | |
| Languages | English | |

Description

Job duties:

The successful candidate will be responsible for:

- Writing and maintaining invoices, proofread correspondence.
- Coordinating delivery and taking payment from the patients.
- Answering phones calls and handling electronic enquiries.
- Determine and establish office procedures.
- Maintaining manual and computerized information filing systems.
- Greet patients, ascertain nature of treatment required and directing them to appropriate doctors.
- Keeping and organizing data, statistics and other information regarding patients.
- Assist in day to day office activities.
- Making appointments with patients and giving them reminder calls to ensure best service.
- Order office supplies and maintain inventory for the uninterrupted flow of work.
- Co-ordinating the flow of information with other staff members and the doctors.
- Recording and preparing minutes of meetings.

Experience

Minimum one-year experience as Administrative Assistant is required

Education Requirements

Secondary school or equivalent.

Additional Skills

- Must have strong administrative skills, and attention to detail.
- Must be proficient in Microsoft Office (primarily Word, Excel, PowerPoint).
- Be passionate about customer service excellence.
- Must be able to take direction and be a quick learner.

How to Apply

By Email: pazhohhire@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

Administrative Assistant

| | | |
|-----------------------|---|------------------|
| Job ID | 27FB950E7319B | |
| Web Address | http://NewCanadianWorker.ca/viewjob?jobname=27FB950E7319B | |
| Company | Enhance Dental Centre | |
| Location | Vancouver, British Columbia | |
| Date Posted | From: 2019-02-28 | To: 2019-08-27 |
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Job Board Posting

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

Date Printed: 2024/05/02

Administrative Assistant

| | | |
|-----------------------|---|------------------|
| Job ID | DD3CD80049ADA | |
| Web Address | http://NoExperienceNeeded.ca/viewjob?jobname=DD3CD80049ADA | |
| Company | Enhance Dental Centre | |
| Location | Vancouver, British Columbia | |
| Date Posted | From: 2019-02-28 | To: 2019-08-27 |
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