



# 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

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## Medical Administrative Assistant

**Job ID** 57-51-73-BB-67-D9

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=57-51-73-BB-67-D9>

**Company** Dr. Xing Li Dentistry Professional Corporation

**Location** Aurora, Ontario

**Date Posted** From: 2022-12-14 To: 2023-06-12

**Job** Type: Full-time Category: Health Care

**Job Start Date** January 9, 2023

**Job Salary** \$23 Per Hour

**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;  
Determine and establish office procedures and routines;  
Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review;  
Initiate and maintain confidential medical files and records;  
Prepare draft agendas for meetings and take, transcribe and distribute minutes;  
Supervise and train other staff in procedures and in use of current software

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### How to Apply

By email

[hr.xing.dental@gmail.com](mailto:hr.xing.dental@gmail.com)