



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: 2024/05/08

Medical Administrative Assistant (NOC 13112)

Job ID	7E-92-71-4C-A5-CB	
Web Address	https://careers.indigenous.link/viewjob?jobname=7E-92-71-4C-A5-CB	
Company	El-Bialy Professional Corp O/a Sphinxs Orthodontics	
Location	Edmonton, Alberta	
Date Posted	From: 2023-03-30	To: 2023-09-26
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.70 / Hour For 32 Hours / Week	
Languages	English	

Description

Vacancies: 2

Health Benefits: Health care plan; Dental plan

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

Job requirements

Tasks

Interview patients to obtain case histories; 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; Supervise and train other staff in procedures and in use of current software, Schedule and confirm appointments

Security and Safety

Criminal record check

Work Conditions and Physical Capabilities

Fast-paced environment

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Work Environment

Clinic

Other

Business and Job location: 10150- 114 street NW Edmonton, AB T5K 1R7

How to Apply

By email

frontdesk@sphinxorthodontics.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

Medical Administrative Assistant (NOC 13112)

Job ID	5C08049387AAE	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=5C08049387AAE	
Company	El-Bialy Professional Corp O/a Sphinxs Orthodontics	
Location	Edmonton, Alberta	
Date Posted	From: 2023-03-30	To: 2023-09-26
Job	Type: Full-time	Category: Office
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Job Board Posting

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

Date Printed: 2024/05/08

Medical Administrative Assistant (NOC 13112)

Job ID	F68710D2286B5	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=F68710D2286B5	
Company	El-Bialy Professional Corp O/a Sphinxs Orthodontics	
Location	Edmonton, Alberta	
Date Posted	From: 2023-03-30	To: 2023-09-26
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