



# 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: 2024/05/08

## Medical Administrative Assistant (NOC 13112)

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

<b>Job ID</b>	<b>5C08049387AAE</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=5C08049387AAE">http://NewCanadianWorker.ca/viewjob?jobname=5C08049387AAE</a>	
<b>Company</b>	El-Bialy Professional Corp O/a Sphinxs Orthodontics	
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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)

<b>Job ID</b>	<b>F68710D2286B5</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=F68710D2286B5">http://NoExperienceNeeded.ca/viewjob?jobname=F68710D2286B5</a>	
<b>Company</b>	El-Bialy Professional Corp O/a Sphinxs Orthodontics	
<b>Location</b>	Edmonton, Alberta	
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