



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: 2024/05/08

Administrative Assistant

Job ID	86-89-D8-32-C9-8A	
Web Address	https://careers.indigenous.link/viewjob?jobname=86-89-D8-32-C9-8A	
Company	Physioflex	
Location	Etobicoke, Ontario	
Date Posted	From: 2019-06-24	To: 2019-12-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30 per hour	
Languages	English	

Description

Job Location: Etobicoke, ON M9W 6N5 Canada

Terms: Permanent, Full-time with flexible working hours with occasional weekends required

Job duties include:

- Reply to telephone and electronic enquiries and dispatch telephone calls and messages
- Establish and regulate office procedures
- Schedule and confirm appointments of employer
- Schedule and confirm appointments for patients and follow up with their health care provider
- Help patients rehabilitate with their injuries and/or disabilities
- Maintain patient's confidentiality at all times
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Schedule and confirm appointments with the clients
- Maintain inventory control and order office supplies when needed
- Set up and maintain a safe filing system
- Greet and welcome clients and direct them to the designated person
- Maintain workflow by studying methods, implementing cost reduction, and developing reporting procedures
- Type and proofread correspondence, forms and other documents when needed
- Sort, process and verify orders and its receipts
- Organize work priorities and ensure that deadlines are met
- Assemble data and prepare reports, manuals and/or correspondence

Experience

Minimum of 1-2 years of experience in related field is required

Education Requirements

Completion of secondary school is required. Completion of post-secondary education in business administration or related field will be considered an asset

Other

Qualified candidates including Canadians, permanent residents, newcomers to Canada, people with disability, veterans, indigenous people and seniors are welcome to apply.

How to Apply

Interested candidates are welcome to apply via email: physioflexfinchwoodjobs@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

Administrative Assistant

Job ID	76D7E444F02C4	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=76D7E444F02C4	
Company	Physioflex	
Location	Etobicoke, Ontario	
Date Posted	From: 2019-06-24	To: 2019-12-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30 per hour	
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Job Board Posting

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

Date Printed: 2024/05/08

Administrative Assistant

Job ID	9D86D5C702597	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=9D86D5C702597	
Company	Physioflex	
Location	Etobicoke, Ontario	
Date Posted	From: 2019-06-24	To: 2019-12-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.30 per hour	
Languages	English	

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