



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: 2024/05/04

Administrative Assistant, Medical (NOC 1243)

Job ID	89-F0-02-CA-5C-0D	
Web Address	https://careers.indigenous.link/viewjob?jobname=89-F0-02-CA-5C-0D	
Company	Impact Physical Therapy Inc. O/a Impact Health	
Location	Brooks, Alberta	
Date Posted	From: 2020-11-24	To: 2021-05-23
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23.80 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Specific Skills

Interview patients to obtain case histories, Complete insurance and other claim forms, Arrange travel, related itineraries and make reservations, Determine and establish office procedures and routines, Supervise and train other staff in procedures and in use of current software, Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Additional Skills

Schedule and confirm appointments

Other

Business and Job location: 403 2nd Ave W, Brooks, Alberta T1R 0S3

How to Apply

By email

impactphysicaltherapy.jobs@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

Administrative Assistant, Medical (NOC 1243)

Job ID	4023A12CAB779	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=4023A12CAB779	
Company	Impact Physical Therapy Inc. O/a Impact Health	
Location	Brooks, Alberta	
Date Posted	From: 2020-11-24	To: 2021-05-23
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$23.80 / Hour For 40 Hours / Week	
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Job Board Posting

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

Date Printed: 2024/05/04

Administrative Assistant, Medical (NOC 1243)

Job ID	66E4FB01B6D38	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=66E4FB01B6D38	
Company	Impact Physical Therapy Inc. O/a Impact Health	
Location	Brooks, Alberta	
Date Posted	From: 2020-11-24	To: 2021-05-23
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