



# 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: 2024/05/07

## Dental Secretary

<b>Job ID</b>	<b>E1-D4-E9-E6-2D-D7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E1-D4-E9-E6-2D-D7">https://careers.indigenous.link/viewjob?jobname=E1-D4-E9-E6-2D-D7</a>	
<b>Company</b>	Cottrelle Dentistry	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2020-03-31	To: 2020-09-27
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$24.50 per hour for a minimum of 30 hours per week	
<b>Languages</b>	English	

### Description

Cottrelle Dentistry a busy and well establish family dental clinic located at 3975 Cottrelle Blvd., Brampton, Ontario urgently requires a Dental Secretary capable of working in a fast paced environment.

Job Type: Permanent, full time position

Overtime: applies after 44 hours per week

### Experience

3-5 years industry experience

### Education Requirements

Completion of secondary school; Completion of a college program for medical secretaries will be an asset.

### Essential Skills

- Schedule and confirm medical appointments, receive and communicate messages for staff and patients
- Prepare, key in, edit, and proofread medical records, reports, articles, case histories and correspondence from verbal instructions and handwritten notes using computers and our software
- Interview patients in order to complete forms, documents and case histories
- Complete insurance and other claim forms
- Initiate and maintain confidential medical files and records
- Prepare financial statements and billing procedures
- Order supplies and maintain inventory
- Determine and establish office procedures and routines
- Update client information on internal database
- Train new staff in procedures and in the use of current software
- Assist with the organization and filing of medical reports
- Manage the schedules of dentists, assistant and hygienists

### Additional Skills

- Exceptional client service skills;
- Excellent written, verbal and electronic communication skills;
- Intermediate to advanced level in MS Word, Excel and Outlook

### How to Apply

To be considered for this position please email resumes to [cottrelledentistryjobs@gmail.com](mailto:cottrelledentistryjobs@gmail.com)

# Job Board Posting

Date Printed: 2024/05/07

## Dental Secretary

<b>Job ID</b>	<b>BD47BE8A3B261</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=BD47BE8A3B261">http://NewCanadianWorker.ca/viewjob?jobname=BD47BE8A3B261</a>	
<b>Company</b>	Cottrelle Dentistry	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2020-03-31	To: 2020-09-27
<b>Job</b>	Type: Full-time	Category: Health Care
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# Job Board Posting

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

Date Printed: 2024/05/07

## Dental Secretary

<b>Job ID</b>	<b>4AAE87CE2CBD8</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=4AAE87CE2CBD8">http://NoExperienceNeeded.ca/viewjob?jobname=4AAE87CE2CBD8</a>	
<b>Company</b>	Cottrelle Dentistry	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2020-03-31	To: 2020-09-27
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