



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

Dental Secretary

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

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

Additional Skills

â€¢Exceptional client service skills;

â€¢Excellent written, verbal and electronic communication skills;

â€¢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

Job Board Posting

Date Printed: 2024/05/07

Dental Secretary

Job ID	BD47BE8A3B261	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=BD47BE8A3B261	
Company	Cottrelle Dentistry	
Location	Brampton, Ontario	
Date Posted	From: 2020-03-31	To: 2020-09-27
Job	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

Job ID	4AAE87CE2CBD8	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=4AAE87CE2CBD8	
Company	Cottrelle Dentistry	
Location	Brampton, Ontario	
Date Posted	From: 2020-03-31	To: 2020-09-27
Job	Type: Full-time	Category: Health Care
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