# 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.
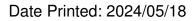
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief 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

## Administrative Assistant - Medical (NOC: 1243)

| | | |
|---|---|---|
| **Job ID** | HT-NE-PO-01-03-23 | |
| **Web Address** | https://careers.indigenous.link/viewjob?jobname=HT-NE-PO-01-03-23 | |
| **Company** | M. A. Mohamed Medical Corporation | |
| **Location** | Lloydminster, Alberta | |
| **Date Posted** | From:  2018-06-07 | To:  2018-12-04 |
| **Job** | Type:  Full-time | Category:  Office |
| **Job Start Date** | As soon as possible | |
| **Job Salary** | $26.40 / Hour For 40 Hours / Week | |
| **Languages** | English | |

**Description**
Vacancies: 1
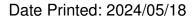Terms of employment: Permanent, Full time, Day
Job requirements
Work Conditions and Physical Capabilities: Fast-paced environment
Specific Skills: Interview patients to obtain case histories, Initiate and maintain confidential medical files and records, Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review, Prepare draft agendas for meetings and take, transcribe and distribute minutes

**Experience**
1 year to less than 2 years
**Education Requirements**
Secondary (high) school graduation certificate
**Additional Skills**
Schedule and confirm appointments, Maintain filing system
**Other**
Business and Job location: Unit 4, 6601 44 Street Lloydminster, AB T9V 2X1
**How to Apply**
By email:
mohamedalf1973@hotmail.com

# Job Board Posting

NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/05/18

## Administrative Assistant - Medical (NOC: 1243)

| | | |
|---|---|---|
| **Job ID** | NCW00316 | |
| **Web Address** | http://NewCanadianWorker.ca/viewjob?jobname=NCW00316 | |
| **Company** | M. A. Mohamed Medical Corporation | |
| **Location** | Lloydminster, Alberta | |
| **Date Posted** | From: 2018-06-07 | To: 2018-12-04 |
| **Job** | Type: Full-time | Category: Office |
| **Job Start Date** | As soon as possible | |
| **Job Salary** | $26.40 / Hour For 40 Hours / Week | |
| **Languages** | English | |

**Description**

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Work Conditions and Physical Capabilities: Fast-paced environment

Specific Skills: Interview patients to obtain case histories, Initiate and maintain confidential medical files and records, Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review, Prepare draft agendas for meetings and take, transcribe and distribute minutes

**Experience**

1 year to less than 2 years

**Education Requirements**

Secondary (high) school graduation certificate

**Additional Skills**

Schedule and confirm appointments, Maintain filing system

**Other**

Business and Job location: Unit 4, 6601 44 Street Lloydminster, AB T9V 2X1

**How to Apply**

By email:

mohamedalf1973@hotmail.com

# Job Board Posting

Date Printed: 2024/05/18

## Administrative Assistant - Medical (NOC: 1243)

| | | |
|---|---|---|
| **Job ID** | HLQJOZDK10273 | |
| **Web Address** | http://NoExperienceNeeded.ca/viewjob?jobname=HLQJOZDK10273 | |
| **Company** | M. A. Mohamed Medical Corporation | |
| **Location** | Lloydminster, Alberta | |
| **Date Posted** | From: 2018-06-07 | To: 2018-12-04 |
| **Job** | Type: Full-time | Category: Office |
| **Job Start Date** | As soon as possible | |
| **Job Salary** | $26.40 / Hour For 40 Hours / Week | |
| **Languages** | English | |

**Description**
Vacancies: 1
Terms of employment: Permanent, Full time, Day
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Specific Skills: Interview patients to obtain case histories, Initiate and maintain confidential medical files and records, Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review, Prepare draft agendas for meetings and take, transcribe and distribute minutes

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