



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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Receptionist/MOA

Job ID	UB-MY-OY-04-22-28	
Web Address	https://careers.indigenous.link/viewjob?jobname=UB-MY-OY-04-22-28	
Company	Packham Avenue Medical Clinic	
Location	Saskatoon, Saskatchewan	
Date Posted	From: 2018-06-25	To: 2018-12-22
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	To Be Discussed	
Languages	English	

Description

Packham Avenue Medical Clinic is a family physician's office located in Sutherland on the Muskeg Lake Cree Nation Reserve.

We are currently looking to fill a receptionist/MOA position. The ideal candidate would have the following skills:

- Excellent organization skills, ability to multi-task, self-motivated and attention to detail.
- Excellent verbal, written, and interpersonal communication skills.
- Previous experience working in a medical office.
- MOA/MAA certificates an asset.
- Previous experience working with Accuro EMR system.

The employee will be expected to:

1) Performing office administrative duties such as: answering phone calls, sending faxes, filling documents appropriately, scanning, booking and confirming appointments, completing tasks and mail assigned from physicians.

2) Maintain electronic medical records & updating patient information on each visit.

3) Some clinical duties may be required such as:

Prepare patients for examination and assisting physician when needed

Measure vital signs (Height, Weight, and Blood pressure) and recording them in EMR

Perform electrocardiogram (ECG), urine dip, hemoglobin, blood sugar, pregnancy tests when needed.

We are a small clinic looking for a team player to fill this position.

Credentials

Medical Office Assistant Certificate

Work Environment

Family Medical Clinic

How to Apply

If you feel you meet the qualifications outlined above and are interested in the position please send your resume with references to

rosanne.pamc@shaw.ca or feel free to drop by. We are located at 104-335 Packham Avenue in Saskatoon. Please ask for Rosanne or Francine