



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

Medical Administrative Assistant

Job ID	53-1D-00-9B-87-04	
Web Address	https://careers.indigenous.link/viewjob?jobname=53-1D-00-9B-87-04	
Company	2539393 Ontario Inc. O/A Ontario Diagnostic Centre	
Location	Mississauga, Ontario	
Date Posted	From: 2023-06-09	To: 2023-12-06
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$23/hr, 40/week	
Languages	English	

Description

One (1) Position of Medical Administrative Assistant at 2539393 Ontario Inc. O/A Ontario Diagnostic Centre located at 3950 Grand Park Drive Mississauga, ON - L5B 2C4 Duties: Interview patients to obtain case histories Schedule and confirm appointments Complete insurance and other claim forms Perform general clerical work, such as order supplies and maintain inventory 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 Supervise and train other staff in procedures and in use of current software Personal Suitability Accurate Client focus Efficient interpersonal skills Initiative Organized Reliability Team player

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

a@trilliumimaging.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

Medical Administrative Assistant

Job ID	AE6324CE0510F	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=AE6324CE0510F	
Company	2539393 Ontario Inc. O/A Ontario Diagnostic Centre	
Location	Mississauga, Ontario	
Date Posted	From: 2023-06-09	To: 2023-12-06
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$23/hr, 40/week	
Languages	English	

Description

One (1) Position of Medical Administrative Assistant at 2539393 Ontario Inc. O/A Ontario Diagnostic Centre located at 3950 Grand Park Drive Mississauga, ON - L5B 2C4 Duties: Interview patients to obtain case histories Schedule and confirm appointments Complete insurance and other claim forms Perform general clerical work, such as order supplies and maintain inventory 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 Supervise and train other staff in procedures and in use of current software Personal Suitability Accurate Client focus Efficient interpersonal skills Initiative Organized Reliability Team player

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

a@trilliumimaging.ca

Job Board Posting

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

Date Printed: 2024/05/04

Medical Administrative Assistant

Job ID	BFB03798A57D0	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=BFB03798A57D0	
Company	2539393 Ontario Inc. O/A Ontario Diagnostic Centre	
Location	Mississauga, Ontario	
Date Posted	From: 2023-06-09	To: 2023-12-06
Job	Type: Full-time	Category: Health Care
Job Start Date	As soon as possible	
Job Salary	\$23/hr, 40/week	
Languages	English	

Description

One (1) Position of Medical Administrative Assistant at 2539393 Ontario Inc. O/A Ontario Diagnostic Centre located at 3950 Grand Park Drive Mississauga, ON - L5B 2C4 Duties: Interview patients to obtain case histories Schedule and confirm appointments Complete insurance and other claim forms Perform general clerical work, such as order supplies and maintain inventory 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 Supervise and train other staff in procedures and in use of current software Personal Suitability Accurate Client focus Efficient interpersonal skills Initiative Organized Reliability Team player

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

a@trilliumimaging.ca