medical office assistant (14101)

Job ID
45875

2310649 Alberta Ltd. O/a Glenwood Radiology

VIEW THIS JOB ONLINE: https://www.newcomersjobs.com/jobs/45875

LOCATION	DATE POSTED	EXPIRY DATE
6403 Cartmell Pl SW, Edmonton, AB T6W 4V4, Edmonton, AB | Alberta	05-03-2025	23-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 22.00 hourly / 35 hours per Week	Experience an asset	Secondary (high) school graduation certificate

Job Details

Location 6403 Cartmell Pl SW, Edmonton, AB
T6W 4V4
Salary
22.00 hourly / 35 hours per Week
Terms of employment
Permanent employment
Full time
Day, Evening, Morning
Start date Starts as soon as possible
Benefits: Health benefits, Financial benefits
vacancies 2 vacancies

Job Description

Languages
English

Education
Secondary (high) school graduation certificate
Experience
Experience an asset

Responsibilities
Tasks
Greet people and direct them to contacts or service areas
Provide basic information to clients and the public
Obtain and process information required to provide services
Operate switchboard or telephone system
Record and relay information

Schedule and confirm appointments

Receive and issue payments

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Relay service to persons with disabilities

Perform data entry

Provide customer service

Experience and specialization

Computer and technology knowledge

MS Office

Electronic mail

Additional information

Work conditions and physical capabilities

Fast-paced environment

Repetitive tasks

Attention to detail

Combination of sitting, standing, walking

Personal suitability

Flexibility

Organized

Reliability

Team player

Ability to multitask

Benefits

Health benefits

Dental plan

Disability benefits

Health care plan

Financial benefits

Life insurance

How to apply

By email

moacareers@glenwoodradiology.com

Downloaded from newcomersjobs.com on 20-11-2026