

medical office assistant (14101)

2310649 Alberta Ltd. O/a Glenwood Radiology

Job ID
45875

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LOCATION	DATE POSTED	EXPIRY DATE	
6403 Cartmell PI 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 PI 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