Medical office assistant (NOC 14101)

2310649 Alberta Ltd O/A Glenwood Radiology

Job ID
46995

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LOCATION	DATE POSTED	EXPIRY DATE
16028 100a Ave NW suite 10 7, Edmonton, 6403 Cartmell Pl SW, Edmonton, AB T6W 4V4, Edmonton, AB | Alberta	29-06-2025	21-12-2026

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

Job Details

Company name: 2310649 Alberta Ltd O/A Glenwood Radiology

Position: Medical office assistant (NOC 14101)

Vacancies: 2

Wage: $22.00 hourly / 35 hours per Week

Benefits:
Extended Health Care, Dental, Employee Basic Life and Accidental Benefits & Dependent Life Insurance, Employee & Family Assistance Program (EAP), & Long Term Disability (LTD).

Terms of employment: Permanent employment, Full time ,Day, Evening, Morning

Business & work location: 6403 Cartmell Pl SW, Edmonton, AB T6W 4V4

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

Employment groups Help - Employment groups
This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Youth

How to Apply
By email
moacareers@glenwoodradiology.com

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