

Executive Assistants

Dr. Zhi Chun Song Inc.

Job ID
41172

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LOCATION	DATE POSTED	EXPIRY DATE	
#104-3008 Glen Dr, Coquitlam, BC British Columbia	22-09-2026	21-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 33.00/hour	3 years to less than 5 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Employer: Dr. Zhi Chun Song Inc.
 Work Location: #104-3008 Glen Dr., Coquitlam, BC, Canada, V3B 0J5
 Wage: starting at \$33.00/hour
 Position Type: Permanent employment, full-time, 40 hours per week
 Start Date: As soon as possible
 Positions Available: 1

Job Description

NOC: 12100
 NOC Job Title: Executive Assistants

Job Requirements:

Experience: 3 years or more of administrative or executive assistant experience preferred
 Language: English; additional languages are an asset

Responsibilities:

Manage executive emails, correspondence, phone calls, and calendars.
 Coordinate treatment plans, insurance claims, benefits, and payment arrangements.
 Communicate with patients, insurers, and healthcare providers.
 Maintain confidential patient records and documentation.
 Prepare correspondence, reports, and other administrative documents.
 Provide general administrative, front-desk, and operational support to clinic leadership.

Please send your resume to drsongdentalhr@gmail.com