

Medical Administrative Assistant

Dr.Farid Nikfar inc.

Job ID

41475

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LOCATION	DATE POSTED	EXPIRY DATE	
100-4115 6TH AVENUE, PORT ALBERNI, BC British Columbia	29-10-2026	27-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$ 26 per hour	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Full Time

Permanent

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

Work must be completed at the physical location. There is no option to work remotely.

How to apply:

send resume to dr.farid.dental2026@gmail.com

Job Description

Tasks:

Coordinate the flow of information

Interview patients to obtain case histories

Open and distribute regular and electronic incoming mail and other material

Schedule and confirm appointments

Complete insurance and other claim forms

Maintain filing system

Order supplies and maintain inventory

Determine and establish office procedures and routines
Initiate and maintain confidential medical files and records
Perform data entry
Provide customer service

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