



Clinic Assistant – Medical

Posted by Salomy David Professional Medical Corporation O/A Cornerstone Medical Centre

Posting Date : 13-Mar-2026

Closing Date : 09-Sep-2026

Location : Calgary

Salary : \$36.05 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5553135

Job Description:

Job title: Clinic Assistant – Medical

Salary: \$36.05 hourly / 30 to 35 hours per week

Vacancies 1 vacancy

Company: Salomy David Professional Medical Corporation O/A Cornerstone Medical Centre

Job location: 1200 - 37 Street SW Calgary, AB T3C 1S2

Work location: On site

Terms of employment Permanent employment Full time, Flexible hours

Start date: Starts as soon as possible

Employment groups: Youth, Indigenous people, Newcomers to Canada

Overview

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.

Work setting

Medical clinic

Responsibilities

Tasks

- Clean and maintain equipment
- Maintain supplies
- Maintain inventory of equipment
- Perform general clerical duties
- Prepare and maintain cleanliness of collection areas
- Schedule and confirm appointments
- Take patients' general medical and ophthalmic history
- Order supplies and equipment
- Organize and maintain inventory

Additional information

Personal suitability

- Accurate
- Client focus
- Flexibility
- Organized

How to apply

By email

paulgj david@protonmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: paulgj david@protonmail.com

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