



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

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$36.05 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3030600

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

Posted on canadianjobportal.com