

receptionist

Admin

Job ID
50566

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LOCATION	DATE POSTED	EXPIRY DATE	
108 - 102 6 Ave SW, Slave Lake, AB Alberta	23-06-2026	20-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$25.00/hr	Will train	Secondary (high) school graduation certificate

Job Details

Company: SA Dental

Salary: \$25.00/hr

Vacancy: 1

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Will train

On site

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

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

By email

sixthavenuedental003@gmail.com

By mail

108 - 102 6 Ave SW

Slave Lake, AB

T0G 2A4

Job Description

Order office supplies

Send invoices

Answer telephone and relay telephone calls and messages

Calculate billing charges

Perform data entry

Provide customer service

Perform basic bookkeeping tasks

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