



# Clinic Assistant – Medical

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

**Location: Calgary**

**Salary: \$36.05 Per Hour**

**Job ID:** YJ1951464

**Posting Date:** 13-Mar-2026

**Expiry Date:** 09-Sep-2026

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## 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](mailto:paulgj david@protonmail.com)**

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