

IMAGINE YOUR LIFE'S WORK IN OUR PIECE OF PARADISE

Port Hardy, BC

Administrative Support Worker

Island Health is hiring an Administrative Support Worker to assist the Port Hardy Health Centre in Port Hardy, BC.

This is an excellent opportunity for a highly organized individual to provide a variety of clerical and administrative duties including reception and cash.

Qualifications

Although an equivalent combination of education, training and experience may be considered, ideally, you have a secretarial or office administrative assistant certificate, along with at least one year of recent related experience.

The ability to type at least 60wpm and operate related equipment is essential, as are strong communication skills.

For full job description and to apply online:

<https://islandhealth.hua.hrsmart.com/hr/ats/Posting/view/115297>

About Us

Island Health is one of five regional health authorities in British Columbia and is the largest employer on Vancouver Island with over 21,500 employees, 1,900 physician partners and 6,500 volunteers. At Island Health, we believe that our values guide our actions and relationships, shaping how we make decisions and plan for the future.

Imagine yourself surrounded by magnificent scenery with an abundance of outdoor recreation at your doorstep. Consider the joy of working in a close-knit, small-town community setting and the important role healthcare providers play in these communities. Visit the following link: <https://vimeo.com/104347851> to learn more about the benefits of working in Port Hardy and Mount Waddington area.

We offer an exceptional employer-paid benefits package including dental and prescription coverage, group life, long term disability and extensive extended health plan, plus up to four weeks' vacation after your first year of employment.

Come be part of our team!

Excellent health and care for everyone, everywhere, every time

<http://www.islandhealth.ca/careers>

