

Administrative Support Worker

Island Health is hiring an Administrative Support Worker to assist the Comox Valley Community Health Centre in Courtenay, BC.

Utilizing a variety of computerized applications, the Administrative Support Worker will provide reception, cashier and a variety of clerical and administrative support duties.

Qualifications:

In addition to a Secretarial or Office Administration Certificate and/or Medical Terminology, you have 1 year of recent related experience, or an equivalent combination of education, training and experience.

You have the ability to:

- Type 60 wpm.
- Operate related equipment
- Communicate effectively, both verbally and in writing
- Deal with others effectively
- Organize work
- Physically carry out the duties of the position.

This is a casual position with the salary range of \$19.23 - \$21.24.

For full job description and to apply online:

<https://islandhealth.hua.hrsmart.com/hr/ats/Posting/view/117145>

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.

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>

