



## Administrative Support Worker

**Posted by:** island

**Posting date:** 24-Apr-2023      **Closing date:** 09-Sep-2023

**Education:** Secretarial or Office Administration Certificate

**Language:** English (Required)

**Job location:**

**Salary:** \$25.00

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4758446

### Job description:

Job Description:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Ltd Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

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

#### QUALIFICATIONS:

**Education, Training And Experience**

Secretarial or Office Administration Certificate, Medical Terminology, and One (1) year's recent related experience; or an equivalent combination of education, training and experience.

**Skills And Abilities**

- Keyboard at 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.

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