

Hello, My Relations!

Check out this incredible opportunity to join the Interior Health team!

## Medical Office Assistant

Williams Lake Health Unit has an exciting opportunity for two (2) Permanent Part-time Medical Office Assistant's to join their team in Williams Lake, BC!

Hours of work are rotating days & evenings - 08:30 to 20:30, 09:00 to 21:00.

**Hourly rate range for the position is \$25.54 - \$27.22.**

### Qualifications

- Grade 12,
- Graduation from a Medical Office Assistant course from an accredited Community College, plus
- Two years recent related experience in a health care setting; or an equivalent combination of education, training, and experience.
- Valid BC Driver's License

*Interested?* If you haven't created a profile yet - here is how!

- Visit [Jobs.InteriorHealth.ca](https://Jobs.InteriorHealth.ca).
- [Create a profile](#), self-identifying and indicating your eligibility when prompted.
- Upload your resume, cover letter, proof of COVID-19 vaccination, and any other supporting documents.

*We accept the following file formats:*

- Microsoft Word (.doc or .docx)
- Adobe Acrobat Reader (.pdf)
- Text File (.txt)
- Rich Text Format File (.rtf)
- Graphic or Photo File (.jpg)
- High Quality Graphic File (.tif)

### DID YOU KNOW?

*You can apply for one-on-one support! Apply to this [job opportunity](#) and an Indigenous Advisor can support you throughout the recruitment process.*