



Medical Office Assistant

Three Corners Health Services Society is accepting applications for the full-time position of Medical Office Assistant. The successful candidate will be highly motivated, organized and have completed a credentialed

Qualifications and Skills

- Medical Office Assistant certification (requirement)
- Advanced computer software skills
- Excellent written and oral communication skills
- Ability to work independently and as part of a team
- Excellent organizational and multi-tasking skills
- Valid Driver's License and reliable vehicle (requirement)
- Experience working with First Nation communities considered an asset
- Experience working with electronic medical record(s) considered an asset

Please submit resume with cover letter and names of previous supervisors for reference to:

Lori Sellars, Executive Director
Three Corners Health Services Society
150 North 1st Ave
Williams Lake BC V2G 1Y8
Fax: 250-398-9824

Closing Date: Open until Filled