

We are seeking administrative professionals to provide confidential administrative support across a variety of departments, programs, and roles within Interior Health.

- Administrative Services
- Assistants Medical Office Assistants
- Staffing clerks
- Nursing Unit Assistants
- Program Support clerks
- Patient Registration/Switchboard
- Accounts Receivable Clerks
- Medical Transcriptionists
- Payroll Clerks
- Health Records Clerks
- Contract Advisors
- Health Information Processing Clerks
- Home support Schedulers
- Departmental / Booking Clerks
- Receptionists
- Lab Clerks

Qualifications

Please review the qualifications listed before applying to ensure you meet the required criteria. You will be asked to provide proof of qualifications, such as a typing speed certificate, Medical Terminology certification, or other relevant course completions.

To Find and Apply on Interior Health Clerical Jobs

- Visit our jobs portal, Jobs.InteriorHealth.ca.
- [Create a profile](#) to easily apply for jobs and manage your applications.
- Set up [job alerts](#) to be notified the same day that new clerical and administrative positions are posted.

Scan the QR Code



Interior Health: Health and Well-Being for All

Caring is at the heart of who we are as we deliver hospital, community, and long-term care services to nearly 900,000 people across the renowned southern interior region of beautiful British Columbia. Join our team and discover a workplace where you'll thrive, supported by competitive remuneration, career growth opportunities, employer-paid training, generous vacation and insurance benefits, extended health and dental coverage, and a commitment to work-life balance.

TYPING & MEDICAL TERMINOLOGY

Typing / Keyboarding Speed and Medical Terminology Assessments

Please include proof of typing speed or medical terminology assessment results with all clerical applications, or proof of completed coursework via your profile on Jobs.InteriorHealth.ca.

Assessments are valid for 24-months unless otherwise stated on the job posting.

Medical Terminology Certificate

[St. John's Ambulance Canada](#)

We will also accept proof of completion of Medical Terminology courses via approved certificate / diploma programs from accredited Academic Institutions (Nursing Unit Assistant, Medical Office Assistant).

Typing / Keyboard Assessments

[Thompson Rivers University](#)

805 Tru Way | Kamloops, B.C.

Assess@TRU.ca

[Okanagan College](#)

100 K.L.O. Road | Kelowna, B.C.

KelownaTesting@Okanagan.bc.ca

[Selkirk College](#)

301 Frank Beinder Way | Castlegar, B.C.

Exams@Selkirk.ca

[College of the Rockies](#)

2700 College Way | Cranbrook, B.C.

Exam@COTR.bc.ca

All of our minimum typing speeds noted on our job postings are NET WPM.

All typing tests must be five (5) minutes in length and results must include length of the test, gross and net WPM, date and candidate name. *Self-administered online typing tests are not accepted.*

Questions?

Email our external recruitment team at:

External.Recruitment@InteriorHealth.ca.

