

Clerical Associate Career Fair



Friday, April 28, 2023 from 9am-12noon
NYC Health + Hospitals/Jacobi
1400 Pelham Parkway South
Bronx, NY 10461
Building 4, Conference Center 2nd floor

PROVISIONAL POSITIONS AVAILABLE (PART TIME):

- Clerical III: 21hr/ annual: \$21,834
- Clerical III: 14hr/ annual: \$14,556

SKILLS & QUALIFICATIONS:

- A four-year High School Diploma or its educational equivalent and one year and eighteen months of satisfactory clerical experience.
- Keyboard familiarity with the ability to type at a minimum of 100 keystrokes (20 words) per minute.

Please scan the QR code to submit your resume for the event
Subject Line: Jacobi CA event 4/28/23

Registration is required to participate



NYC Health and Hospitals offers a competitive benefits package that includes:

- Comprehensive health benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness programs for eligible employees
- Paid Holidays and Vacation in accordance with employee's Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discount programs

Please be advised that proof of COVID-19 vaccination is required prior to hire.

ABOUT NYC HEALTH + HOSPITALS/JACOBI

NYC Health + Hospitals/Jacobi is a Level I Trauma Center. We offer the best of care – in the best of places. You can count on us for state of the art medical care, delivered with compassion, dignity, and respect. NYC Health + Hospitals' employees work together to provide comprehensive, personalized care for all New Yorkers. We are committed to providing a person-centered care environment and are looking for individuals that exemplify our CARE (Compassion, Accountability, Respect, and Excellence) values. NYC Health + Hospitals is an Equal Opportunity Employer. M/F/D/V.

New York City Clerical Associate Study Guide

Jianjun Gao



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