

WE ARE LOOKING FOR CLERICAL ASSOCIATES

Positions and Qualifications:

Clerical Associate Level IV - Annual Salary \$45,040 (Provisional Appointments)

A high school diploma or its educational equivalent; **and**,
Six (6) months of full-time satisfactory clerical experience and/or experience interacting with the public, such as processing sales; taking, processing, and delivering orders; obtaining and dispensing information; listening to and resolving customers concerns, problems, and complaints; and/or performing related customer service activities.

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

- Comprehensive health benefits for employees working 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

55 Water Street, Concourse Level New York, NY 10004

Friday, December 13th, 2024

10:00AM - 5:00PM

REGISTRATION IS REQUIRED TO PARTICIPATE

For immediate consideration and to register for the event, please send resumes to:
GothamCareers@nychhc.org
Subject line: Gotham Health Event

NYC Health + Hospitals is an EEO Employer

Kindness and care are built into our mission and our ICARE values:
Integrity, Compassion, Accountability, Respect, Excellence.

