

WE ARE HIRING CLERICAL ASSOCIATES

82-68 164th St, North Building
Auditorium, Jamaica, NY 11432

Tuesday March 31, 2026
10AM — 3PM



Role and Qualifications

Clerical Associate Level III (Temporary/Provisional, Openings in Emergency Department, Manage Care, Nursing, Oncology-Medical, Radiology, Patient Account)

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 hired to work 20+ hrs. per week |
- Retirement Savings and Pension Plans | Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts | Loan Forgiveness Programs for eligible employees | College tuition discounts and professional development opportunities | College Savings Program | Union Benefits for eligible titles | Multiple employee discounts programs | Commuter Benefits Programs

\$42,288

To register for this event, submit your resume to **QHCEmployment@nychhc.org**, subject line "**Clerical Associate Hiring Event**" or scan the QR code.

