



# Medical Office Assistant Full-Time

Comox Valley  
Courtenay

Friday June 26, 2026

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\$21 - \$25/ hour (extended health benefits)

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**Company:** Cumberland Village Health Care

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**Website:** <https://www.cvhc.ca/>

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**Industry:** Management/ Administration

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**How to apply:**

email Executive Director at [ed@beaufortfamilyhealth.ca](mailto:ed@beaufortfamilyhealth.ca)

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**Attachment:** [MOA POSTING JUN2026.pdf](#)

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**Expiry Date:**

Friday, July 10, 2026

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**Details:**

Overview The Beaufort Family Health Society is excited to invite applications for the position of Medical Office Assistant at Cumberland Village Health Care—a community-led family practice clinic located in Cumberland, BC. We are a dedicated team, including six Nurse Practitioners, as a part of the Primary Care Network (PCN), our clinic also features a fulltime RN, a part-time social worker, a part-time mental health counselor, and a part-time dietitian. We are currently seeking a full-time MOA to support our busy practice.

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**Qualifications & Experience:**

Characteristics & Attributes:

- Reliable and dependable team player.
- Kind, compassionate, and friendly demeanor.
- Open to direction and eager to learn.
- Exceptional listening, comprehension, and communication skills.
- Detail-oriented with a focus on accuracy.
- Proactive, solutions-oriented, and able to work with minimal supervision.
- Ability to maintain composure and communicate effectively under pressure.
- Ability to effectively prioritize tasks and manage a multi-line phone system.
- Skilled at addressing feedback and conflicts constructively.
- Committed to fostering strong relationships with colleagues and providers.

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