

**Expired**



## **ADMINISTRATIVE ASSISTANT-MEDICAL (NOC: 13112)**

**Posted by Med Image Diagnostic Centre**

**Posting Date :** 14-Feb-2025

**Closing Date :** 13-Aug-2025

**Location :** Scarborough

**Salary :** \$36 Per Hour

### **Job Requirements**

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5886050

### **Job Description:**

# ADMINISTRATIVE 13112)

# ASSISTANT-MEDICAL

(NOC:

Posted on February 13, 2025 by Med Image Diagnostic Centre

## **JOB DETAILS**

### **Location:**

31 Tapscott Rd, Suite Unit 85A

Scarborough, ON M1B 4Y7

### **Salary**

\$36.00 hourly/ 30 hours per Week

## **Terms of employment**

### **Permanent employment**

Full time

### **Shift**

Day, Evening, Morning, Night

### **Start date**

Starts as soon as possible

## **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### **Experience**

1 year to less than 2 years

### **On site**

Work must be completed at the physical location. There is no option to work remotely.

### **Work setting**

Hospital/medical facility or clinic

## **RESPONSIBILITIES**

### **Tasks**

- Coordinate the flow of information

- Interview patients to obtain case histories
- Open and distribute regular and electronic incoming mail and other material
- Schedule and confirm appointments
- Complete insurance and other claim forms
- Maintain filing system
- Order supplies and maintain inventory
- Determine and establish office procedures and routines
- Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review
- Initiate and maintain confidential medical files and records
- Perform data entry
- Provide customer service

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and Technology knowledge**

MS Word

Electronic mail

MS Excel

## MS Outlook

### **Area of work experience**

Correspondence

Invoices

Reports and records

### **ADDITIONAL INFORMATION**

#### **Transportation/travel information**

Own transportation

Public transportation is available

#### **Work conditions and physical capabilities**

- Work under pressure
- Attention to detail

#### **Personal suitability**

- Accurate
- Client focus
- Efficient interpersonal skills

- Excellent oral communication
- Flexibility
- Initiative
- Judgement
- Organized
- Reliability
- Team player

### **EMPLOYMENT GROUPS**

**This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:**

Support for Indigenous people

### **WHO CAN APPLY TO THIS JOB?**

**Only apply to this job if:**

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

## HOW TO APPLY

### Direct apply

By Direct Apply

### By email

medimagediagnostic-jobs@post.com

### By mail

31 Tapscott Rd, Suite Unit 85A

Scarborough, ON M1B 4Y7

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for the advertised start date?
- Are you currently legally able to work in Canada?
- Do you currently reside in proximity to the advertised location?

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [medimagediagnostic-jobs@post.com](mailto:medimagediagnostic-jobs@post.com)**

**Posted on Disabled job Portal**