



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 ASSISTANT-MEDICAL (NOC:

13112)

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

Posted on Disabled job Portal