



TITLE

Support Clerk

SUPERVISOR

Assistant Director of Operations, IMA Division

STATUS

Permanent, full time

LOCATION

Etobicoke

POSITION SUMMARY

The primary responsibilities will be ensuring print-related documentation is prepared for Independent Medical Evaluations as well as providing reception relief and other administrative duties for the Independent Medical Assessments division.

ROLE & RESPONSIBILITIES

- Photocopy and print med packages and cover pages for Medical Documentation
- Witness and record any medical exams involving a patient and doctor of opposite genders to ensure a neutral, third party presence
- Follow up on outstanding medical files
- Call examinees to confirm appointments
- Update and track signed reports
- Provide reception relief
- General administrative duties such as filing, updating information in database and faxing
- Other administrative duties as assigned

QUALIFICATIONS REQUIRED

- High school diploma or equivalent
- Minimum 6 months of administrative experience
- Demonstrated attention to detail
- Strong sense of responsibility
- Excellent organizational skills and ability to multi-task



- Proficiency in Microsoft Office Suite and Outlook

**PLEASE TRANSMIT YOUR CV TO OUR HUMAN RESOURCES DEPARTMENT BY E-MAIL
AT: JOBS.TORONTO@MEDISYS.CA**

PLEASE INDICATE THE POSITION TITLE IN THE SUBJECT LINE.

We wish to thank all applicants in advance for their interest; however, only those who will be considered for an interview will be contacted. Please note that the masculine gender is only used to simplify the text. Medisys is an equal opportunity employer.