



ADMINISTRATIVE ASSISTANT-MEDICAL (NOC: 13112)

Posted by: Med Image Diagnostic Centre

Posting date: 14-Feb-2025 **Closing date:** 13-Aug-2025

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

Language: English

Job location: Scarborough

Salary: \$36 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5945486

Expired

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 canadianjobportal.com