

2012 Job Posting

IMA is an Affirmative Action/Equal Opportunity Employer that encourages promotion or transfer from within. Therefore, open and/or new positions will be posted at every IMA office and will remain posted for 14 calendar days.

Job Posting Information:

Job Posting Number 001

Date Opened: 1/18/2012

Date Closed: Ongoing

Position Posted: Medical Schedulers

This position is: new OR open Full time Part time On Call

Location: Albany, NY -- IMA's Administrative Offices

Contact your Director of Human Resources & Compliance for a position description.

Respond with cover letter and resume to Terry O'Brien at terry.obrien@ima-us.com, e-fax to Terry at 1-619-789-6583, hand deliver or mail with resume to:

Terry O'Brien, Administrative Assistant
The IMA Group
Suite 201
1762 Central Avenue
Albany, NY 12205

Include the Job posting number with your response. Your response will remain confidential until it is determined that your listed qualifications and experience meet the job posting requirements by the manager who opened the job posting. At that point, further paperwork may be mailed to your home for completion and IMA suggests you notify your manager/supervisor at that time that you have applied for this position.

Applying for open or new positions within IMA cannot and will not limit your further advancement within your current department, nor will it cause retaliation, or in and of itself, cause a poor performance appraisal. If you have questions or concerns, please contact your Director of Human Resources & Compliance.

If your listed qualifications and experience do not meet the job posting requirements, you will be notified by letter sent to your home address and your resume will be shredded. At no time will your manager be notified of your application until and unless you are considered for the next step in the hiring process.