

**2012 Job Posting
For
Industrial Medicine Associates, P.C.**

IMA is a national leader with a unique reputation for providing a full range of Disability Evaluations, Independent Medical Evaluations, Corporate Health and Occupational Medical Services. IMA is seeking qualified people to join our staff. We offer excellent health benefits, 401(k), paid holidays and PTO.

Wanted: Part-time, organized and highly motivated receptionist/report processor for our Jamestown office. Candidate must have a professional phone demeanor and presentation, be hard working and organized. Proficiency in MS Word, MS Outlook and internet applications required. Medical secretarial experience with knowledge of basic medical terminology preferred. Competitive pay. PTO and paid holidays; health/prescription, dental and vision plans are offered, as well as 401(k).

Job Posting Information:

Job Posting Number 006

Date Opened: 1/12/2012

Date Closed: 1/26/2012 (This job posting will be removed from IMA's website 14 days from the posting date)

Position Posted: Receptionist/Report Processor

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

Location: IMA's Jamestown Medical Office

Email your resume with salary requirement to imajobs@ima-us.com or fax your resume with salary requirement to 1-619-789-6583.

In order to be considered, you must include Job Posting #006 in your response.

The IMA Group is an ***Affirmative Action / Equal Opportunity Employer***

Visit our website at www.ima-us.com. Click on Employment Opportunities.