

**2011 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.

Our front desk receptionists are the first to meet and greet our external customers. It is important that they positively represent IMA by being patient, compassionate and organized. We have two open, full-time positions.

Candidates must be familiar with computers and applications including Microsoft Office. Must be able to multi-task, be organized and complete daily tasks in a timely manner. (Bilingual Spanish a plus.)

Job Posting Information:

Job Posting Number 009

Date Opened: 2/7/2012

Date Closed: 2/21/2012 (This job posting will be removed from IMA's website 14 days from the posting date)

Position Posted: Front Desk Receptionists (2)

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

Location: Manhattan IMA 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 #009 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.