

2010 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 Medical Receptionist is the first person to greet clients on behalf of IMA. We are seeking a "people person" with personable telephone and computer skills including Internet, Outlook and Word. We must have a team player who can multi-task and help keep the office running efficiently and smoothly. Bilingual in Spanish a plus but not required.

Job Posting Information:

Job Posting Number 033

Date Opened: 2/26/2010

Date Closed: 3/12/2010 (This job posting will be removed from IMA's website 14 days from the posting date)

Position Posted: Medical Receptionist

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

Location: Jacksonville, Florida

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 #033 in your response.

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