



**Scheduler**

**Location: Albany, New York**

**Posted: Ongoing**

We have an immediate opening for a full time scheduler. Our rapidly growing company is seeking candidates who are able to multitask and work well under pressure. You must have excellent phone, customer service and organizational skills. Computer and office skills are a must. High school diploma and a minimum 2 years of office experience are required. Positions starting in the \$10 per hour range, negotiable based on experience. Competitive benefits package available. Please send your resume to Dina Morris, Scheduling Manager, at [dina.morris@ima-us.com](mailto:dina.morris@ima-us.com)