

INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)

Posted By: Med Image Diagnostic Centre

Location: Scarborough

Salary: \$36 Per Hour

JOB ID : RJ5752363

Posting Date : 22-Jul-2025

Expiry date : 18-Jan-2026

Education : College/CEGEP or other non-university certificate or diploma from a program of 1 years to 2 years

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)

Posted on July 22, 2025 by Med Image Diagnostic Centre

JOB DETAILS

Location:

Scarborough, ON
M1B 4Y7

Salary

\$36.00 hourly / 30 hours per week

Terms of employment

Permanent employment

Full time

Start date

Starts as soon as possible

Shift

Day, Morning, Weekend

Vacancies

1 vacancy

OVERVIEW**Languages**

English

Education

College/CEGEP or other non-university certificate or diploma from a program of 1 years to 2 years

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Clinic

RESPONSIBILITIES**Tasks**

- Develop document inventories
- Classify, code, cross-reference, log and store records
- Compile statistics and reports on activities within records management services
- Implement and update records classification, retention and disposal scheduling plans
- Label, prepare and transfer information files according to established records management life-cycle procedures and schedules
- Maintain access lists for security classified records
- Operate information retrieval systems to research and extract records
- Analyze technical documents and reports

EXPERIENCE AND SPECIALIZATION**Computer and technology knowledge**

- MS Office
- Computer assisted records management system
- MS Outlook

ADDITIONAL INFORMATION**Security and safety**

- Criminal record check

Work conditions and physical capabilities

- Attention to detail
- Fast-paced environment
- Handling heavy loads
- Sitting
- Work under pressure

Personal suitability

- Accurate
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Judgement
- Organized
- Team player

BENEFITS

Other benefits

- Other benefits

EMPLOYMENT GROUPS

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Support for newcomers and refugees
- Support for visible minorities

WHO CAN APPLY TO THIS JOB?

You can apply if you are:

- a Canadian citizen
- a Permanent resident of Canada
- a Temporary resident of Canada with a valid work permit

Do not apply if are not authorized to work in Canada. The employer will not respond to your application.

HOW TO APPLY

Direct apply

By Direct Apply

By email

medimagediagnostic-jobs@post.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: medimagediagnostic-jobs@post.com

Posted on refugeejobportal.com