

**Location**  
Toronto, ON

**Job Status/Type**  
Full Time/Regular

**Posted/Updated**  
August 2016

Established in 1996, TeksMed Services Inc. is a leading disability and claims management firm, offering employers across Canada a complete solution to workplace injury and short term disability management. Our team of experts have devised processes and methods that effectively reduce wage loss and claim costs by helping ill and injured workers maximize their work potential. We focus on ability, not disability, provide fast, world-class health care, and assist in establishing an early and safe return to work. TeksMed is committed to helping Canada work!

TeksMed is currently looking to fill an opening within our Eastern Return to Work department, based in Toronto, Ontario. This is a full time position for an Administrative Assistant who will directly report to the Team Leader. We are looking for a motivated, self-starter with a strong work ethic, integrity and drive. This position requires excellent communication skills and the capacity to flourish in a fast paced, ever changing environment.

#### Responsibilities

- Corresponding with the various compensation boards
- Processing and entering mail into the database and taking appropriate action if required
- Create electronic files
- Any other administrative duties that may be required from time to time
- Maintain records of client interactions such as recording details of discussions, comments, and information relevant to the claim
- Requesting and completing Employer's Reports of Injury.
- Analyze gathered information to determine status of claim and allocate the information to appropriate Return to Work Coordinator.
- Conduct general administrative duties such as word-processing, photocopying, managing files, answering phones, and using Microsoft applications
- Gather earnings information from clients and forward to appropriate compensation boards
- Follow up on decisions with the appropriate compensation boards
- Prepare reports for clients as directed by the Return To Work Coordinator/Team Leader

#### Operational Knowledge

- Working knowledge of Microsoft Applications: Word, Excel, Outlook, and general computer systems and software
- Understanding TeksMed products and services, operating knowledge of fax, printer, photocopier, and other business equipment

#### Required language:

- Fluency in English both written and verbal is a must
- Fluency in English and French considered a strong asset

#### We offer:

- Competitive annual salary commensurate with experience
- Full time hours 8:30 AM to 4:30 PM Monday to Friday
- Generous benefits & RRSP matching program
- Plenty of opportunities for advancement & ability to further education
- Full training and orientation package
- Great working atmosphere
- 2 weeks vacation to start
- Referral bonuses

#### How to Apply

If you meet the above qualifications, please visit [www.teksmed.com/apply.html](http://www.teksmed.com/apply.html) You will be asked to answer a few questions and upload your resume. We will be contacting qualified candidates via phone.

We thank all those who apply, however, only those applicants selected for an interview will be contacted. No phone calls please.