

**Location**  
Chilliwack, BC

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

**Posted/Updated**  
October, 2015

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 Return To Work Department, based in Chilliwack, BC. This is a full time position for a Intake Specialist 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.

If you think you have what it takes to join our team, a potential career opportunity awaits you!

Intake Specialist - Responsibilities include, but not limited to:

- Receive incoming queries and information in relation to the set up of a new claim or reopening of a prior claim
- Maintain records of client interactions; recording details of discussions, comments, and information relevant to the claim
- Complete Form 7 and mail to worker and client
- Initiate interaction with client by phone to confirm details of employee's injury
- Analyze gathered information to determine status of claim and allocate the information to the Claims Specialist

The Ideal Candidate will possess:

- Ability to speak/read/write English and French fluently would be considered an asset
- Exceptional client services skills
- Knowledge of internal WCB/WSIB policies, and procedures
- Ability to follow a set process in order to setup new claims
- Experience dealing with internal and external associates
- A professional and positive attitude
- Strong analytical and attention to detail skills

Qualifications:

- 1-2 years of office and client service experience or equivalent education and training
- Working knowledge of Microsoft Office Applications
- Superior verbal and written communications skill

#### **What can we offer to you?**

- Base salary commensurate on experience
- Generous benefits & RRSP matching program
- Plenty of opportunities for advancement
- Full training and orientation package
- Great working atmosphere
- 2 weeks vacation to start

How to apply:

If you meet the above criteria and would like to apply, please visit: <http://www.teksmed.com/careers.html>

You will be asked to answer a few questions and upload your resume. We will be contacting qualified candidates via phone.