

**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 Western Return to Work department, based in Chilliwack, British Columbia. This is a full time position for a Return to Work Coordinator (RTWC) 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.

Key responsibilities surround the ongoing management of workers' compensation claims, assess the costs attached to each claim, liaising with the Board, clients and their injured workers, maintain and build client relationships by providing exceptional client service over the phone.

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

Return to Work Coordinator (RTWC)

Qualifications:

- Post secondary education or equivalent relevant experience
- Proficient in Microsoft Office Excel
- Strong written and verbal communication skills
- Organizational skills and attention to detail
- Ability to work independently and as a part of a team
- Source, interpret and present information in a comprehensive way
- Familiarity with Provincial Workers' Compensation Boards in Canada is an asset
- Familiarity with Health and Safety principles is an asset

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

- Base salary commensurate on experience
- Uncapped sale closing bonus structure
- Company laptop, cell phone and travel included
- Generous benefits & RRSP matching program
- Plenty of opportunities for advancement & ability to further education within this field at no cost to the employee
- Full training and orientation package
- Passes to tradeshow and client relation matters
- 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.