

Location
Chilliwack, BC

Job Status/Type
Full Time/Permanent

Posted/Updated
November 2020

Established in 1994, 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 claim management. Our team of experts has 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 currently looking to fill an opening within our western disability management department, based in Chilliwack, BC. This is a full-time position for an Administrative Assistant who will directly report to the Team Leader. We are looking for a highly-motivated individual, with a strong work ethic, drive, and ability to use his / her own initiative to manage time effectively. This position requires excellent communication and critical thinking skills with strong problem-solving abilities and a capacity to flourish in a fast paced, ever-changing environment.

Key Responsibilities:

- Corresponding with various compensation boards
- Processing and entering mail into our Case Management System
- Analyzing information received from clients and taking appropriate action
- Generate reports from Case Management System
- Liaising with medical clinics and doctors' offices to obtain outstanding medical forms
- Ensuring Employer Reports of Injury are completed for every reportable claim with full and accurate information
- Following up with clients via phone or email for necessary information pertaining to claims
- Submitting forms to the appropriate compensation boards within the respective timeframes
- General administrative, data entry, and reception duties

Qualifications:

- Proficient in all Microsoft Office applications
- Exceptional written and verbal communication skills
- Strong critical thinking and problem – solving skills
- Organizational skills with high attention to detail
- Ability to work independently or as a part of a team in a high energy, busy environment
- Good interpersonal, communication, and customer service skills
- Excellent time and priority management skills

Required language:

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

What can we offer to you?

- ✓ Competitive base salary commensurate with experience
- ✓ Full time hours 8:30am to 4:30pm Monday – Friday
- ✓ Generous benefits & RRSP matching program
- ✓ Plenty of opportunities for advancement and ability for further education within this field at no cost to the employee
- ✓ Great working atmosphere
- ✓ Two weeks of vacation per year

If you meet the above qualifications please submit your **Cover Letter** and **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