



## **INFORMATION MANAGEMENT TECHNICIAN (NOC: 12112)**

**Posted by:** Med Image Diagnostic Centre

**Posting date:** 22-Jul-2025      **Closing 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

**Job location:** Scarborough

**Salary:** \$36 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6840494

### **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](mailto: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](mailto:medimagediagnostic-jobs@post.com)

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