



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

**Posted by Med Image Diagnostic Centre**

**Posting Date :** 22-Jul-2025

**Closing Date :** 18-Jan-2026

**Location :** Scarborough

**Salary :** \$36 Per Hour

### **Job Requirements**

- **Education:** College/CEGEP or other non-university certificate or diploma from a program of 1 years to 2 years
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1622447

### **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

#### **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)**

**Posted on Disabled job Portal**