



Hiring for: Administrative Assistant

Block Building Therapies is a community-based private practice that provides Occupational Therapy services to adults located in the St. Vital area of Winnipeg, MB. Block Building Therapies provides high quality individualized, community-based assessment and rehabilitation services to adults of all ages with traumatic brain injuries, spinal cord injury and mental health diagnoses.

Position Overview: Reporting directly to the Operations Manager, the candidate will be primarily responsible for assisting the Operations Manager with various administrative tasks as listed below. The candidate must be detail-oriented, work independently in a fast-paced environment and exercise discretion while managing confidential information.

Hours: Part-time flexible hours, Monday to Friday between 9am – 4pm.

Responsibilities Include:

- Intake of all new referrals and distribution of client reassessments
- Editing and formatting clinical reports
- Assist with special projects when required such as marketing for conferences
- Photocopying, scanning clinical documents/reports
- Manage social media and company website
- Filing

Further on-the job-training will be required for future responsibilities.

Requirements:

- Administrative office experience is an asset.
- Basic knowledge of medical terminology
- High attention to detail with strong organizational skills
- Ability to multi-task and establish priorities
- Proficient in the use of Microsoft applications [Excel, Word (report formatting)]
- Excellent verbal and written English communication skills, French is an asset but not mandatory.
- Ability to work independently, following detailed procedures and tasks
- Strong teamwork skills, must be able to work effectively with others

- Strong, accurate keyboarding skills
- Ability to manage multiple projects to meet deadlines
- Must be able to function effectively in a stressful environment with frequent interruptions.

Please submit resume, along with a cover letter to the address below. This position is subject to a Criminal Record Check. The successful candidate will be responsible for any service charges incurred.

Block Building Therapies

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