



Hiring for: Administrative Assistant

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

**Position Overview:** Reporting directly to the Office Manager, the candidate will be primarily responsible for assisting the Office 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:** Half time hours during training, transitioning to full time employment. Half time hours are daytime and flexible, Monday to Friday.

**Responsibilities Include:**

- Intake of all new referrals and distribution of client reassessments
- Editing and formatting clinical reports
- Answer incoming phone calls and direct callers to appropriate person
- Assist with special projects when required such as marketing for conferences
- Photocopying, scanning clinical documents/reports
- Receive, organize, and distribute incoming mail, faxes, and courier packages
- Office Organization – filing, ordering supplies
- Other duties as assigned

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

**Requirements:**

- Minimum one to two years administrative office experience. Completion of post-secondary education or training in administrative service/support is considered 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 keyboarding skills (min of 60 WPM with accuracy)
- Ability to manage multiple projects to meet deadlines
- Must be able to function effectively in a stressful environment with frequent interruptions.
- Respectful and courteous telephone manner.

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**

**830 St. Mary's Rd.**

**Winnipeg, Manitoba R2M 3P4**

**Phone: 204-231-0785 Fax: 204-231-4442. Email: [info@blockbuilding.ca](mailto:info@blockbuilding.ca)**