

ADMINISTRATIVE ASSISTANT AD

Diversified Rehabilitation Group Inc. (Diversified) is a private rehabilitation corporation which was established in 2000.

Diversified provides leadership and expertise in Disability Management, Case Management, Vocational Rehabilitation, Occupational Therapy and Psychological Services. Diversified is well recognized for being a Workplace Health and Wellness Organization through Disability Management and Employee and Family Wellness programs. Diversified also offers the development, implementation, and monitoring of individualized vocational rehabilitation programs / plans. Services include Employability Assessments, Transferable Skills Analysis, Career Re-direction, Job Search Skills Training, Job Placement Assistance, and Labour Market Research. These services are offered across Canada.

We are currently looking for Administrative Assistants. The ideal candidate is personable, reliable, independent, and skilled at multi-tasking. The successful applicant will have strong communication skills and be detail-oriented. He or she is also possesses good time management and a solid work ethic.

Work Experience/Abilities:

Experience with reception and front end customer service

- Experience in a professional office setting required
- Ability to work as a part of interdisciplinary team
- Experience with proofreading, formatting and processing reports / correspondence
- Experience with scheduling and confirming appointments
- Experience in preparing itineraries and making travel arrangements
- Ability to provide general administrative support
- Immaculate attention to detail **is a must**
- Ability to maintain a high level of accuracy
- Ability to multi-task and have strong organizational abilities
- Quick learner

Qualifications:

- Proficient computer skills: MS Word, Excel, PowerPoint, ACCESS, Internet, and email
- Excellent interpersonal skills
- Ability to type 50 wpm, and set up letters, reports, etc. with emphasis on precision, accuracy, and professional format.
- Knowledge of industry specific language an asset (vocational rehabilitation, disability management, psychology, occupational therapy, disability insurance programs and benefits, etc.)



Our Values

- Integrity • Trust • Respect • Quality

Please submit resume to Diversified Rehabilitation Group Inc. infoHR@diversifiedrehab.ca. Visit our website at www.diversifiedrehab.ca. Please note that only qualified candidates will be contacted. **No phone calls please.**