



**DIVERSIFIED**  
REHABILITATION GROUP

### Our Values

- Integrity • Trust • Respect • Quality

**Job Title:** Administrative Assistant

**Hours:** Full time

**Starting Rate** \$21-25 per hour

This position includes a six (6) month probationary period. Upon successful completion of probation, employees are eligible for participation in the organization's benefits program

**Location:** Lake Country & Kelowna, BC

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### **Job Description:**

Diversified Rehabilitation Group is a leader in mental health and return to work services. We are looking for someone with a high level of professionalism who thrives in a fast-paced environment and would like to grow in the Mental Health Industry while working in an Administrative Office Assistant position. This position requires interaction with clinical teams, doctors, legal offices, health care services, insurance companies, Workers' Compensation Boards, first responders, and veterans.

This position requires working from multiple locations, including Kelowna & Lake Country.

### **Responsibilities:**

This position performs a variety of Administrative tasks.

- Greet clients, provide resource information, and respond to various inquiries regarding service and programs in a kind and compassionate manner.
- Perform a variety of clerical duties such as maintaining electronic files, outlook schedules, and scheduling appointments for multiple staff.
- Perform advanced word processing edits/formatting and excel data entry/ form creation as well as data record management.
- Correspond with referral sources and clients to organize intakes, meetings, and follow-ups.
- Editing, formatting, and emailing/faxing reports based on company standards and procedures within a tight deadline.
- Perform other related duties as required

### **Qualifications:**

The preferred candidate will possess the following qualifications, experience, and attributes:

- Administrative Assistant Certification (preferred)
- Strong organizational and multi-tasking skills
- Intermediate to advanced proficiency with computers, keyboarding, and typing (60 -70 wpm)
- Advanced proficiency in Excel, data sheet creation and formulas
- Advanced data management
- Proficiency in a Windows environment including Microsoft Office, Microsoft OneDrive/SharePoint, and Microsoft Teams
- Ability to maintain confidentiality in all aspects of the job, in accordance to FOIPPA

All submissions must include a cover letter and resume sent by email to [hadmin@diversifiedrehab.ca](mailto:hadmin@diversifiedrehab.ca)

Please note that only short-listed candidates will be contacted. No phone calls please.

Visit our websites at [www.diversifiedrehab.ca](http://www.diversifiedrehab.ca) & [www.PTSDrecovery.ca](http://www.PTSDrecovery.ca) for more information.

Thank you for your interest in joining our team!