



<https://dailyjobspost.co.uk/job/administrator/>

Administrator

Description

Administrator

The Coach House at Hems by is looking for a professional, conscientious, calm, and confident individual to support our Management team with all their administrative requirements within our home we provide care for elderly with dementia and challenging behaviour. We are providing care for 66 people within the home.

You will need to be able to demonstrate the strength of your communication, prioritisation and administration skills at the same time as showcasing your knowledge of IT systems. The role will entail general administration, diary management, updating systems / databases, compiling reports and minute taking.

Diary management as required for team members to include appointments / meetings, regular commitments to assist in organising the workload.

Full time job to work in the office from 9 till 5.

Pay at £14 per hour. It is immediate start subject to satisfactory DBS and references.

Hiring organization

The Daily Jobs Post

Employment Type

Full-time

Beginning of employment

Immediate Start

Duration of employment

Permanent

Industry

Admin

Job Location

Great Yarmouth

Date posted

January 25, 2021