

Community Outreach

Admin Job Description

JOB TITLE: Admin Worker – Across two projects

REPORTS TO: Registered Care Manager

JOB DESCRIPTION

Are you a hard-working Office Administrator looking for an opportunity to advance your career? If you have a positive attitude even in time of stress and crisis and you are able to thrive in a fast-paced environment, we have the perfect job for you! We are looking for an ambitious Office Administrator who is willing to help the company operate day to day so employees can perform to their highest ability. If you want to join a company and make a direct impact on the overall health and happiness of its employees, we'd love to hear from you!

Duties

- Coordinate and oversee all office activities
- Ensure adherence to relevant company procedures and policies
- Oversee the members of the administrative team and coordinate their activities
- Make travel arrangements for the senior managers
- Handle phone calls and all related correspondence following up all calls
- Provide assistance with different budgeting and bookkeeping activities including Payroll
- Keep databases in check and update them regularly
- Control the office supplies state and make sure it is in accordance with office needs
- Supervise cleaning crew and cleanliness of office space
- Create and present reports for senior managers
- Coordinate and participate in office space planning, maintenance and renovations when necessary
- Coordinate the rota and activities associated with the rota ensuring it is up to date and communication is had with staff
- Sending invoices to clients and relevant people
- Reviewing time sheets ensuring they are accurate
- Collect and deliver paper work and PPE to all client home
- Review and update MAR sheets

ADMIN WORKER: PERSON SPECIFICATION

The Director is looking for that right-hand person to be the shadow, to not let the balls drop. Flexibility is a must, they need someone on point at all times to help assist with their business and personal life.

Essential

- Discretion and trustworthiness: You will often be party to confidential information
- Flexibility and adaptability
- Good oral and written communication skills
- Organisational Skills and the ability to multi-task
- The ability to be proactive and take the initiative
- Tact and diplomacy
- Communication skills
- A knowledge of standard software packages and the ability to learn company-specific software if required.
- Excellent interpersonal skills
- Detail-orientated
- Focused and responsive
- PA Experience or willingness to learn

Desirable

- Full driving license
- Past experience in admin roles.

Admin Worker Tasks

- Act as a first point of contact: dealing with correspondence and phone calls
- Manage diaries and organising meetings and appointments
- Booking and arranging travel, transport and accommodation
- Organising events and conferences
- Reminding the Director/ceo of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with suppliers and clients
- Management of miscellaneous issues
- Right-hand person to the Directors
- Running errands – this may include shopping
- Organise the Director's personal commitments including childcare
- Reminding the Director of personal commitments
- Assist with WhatsApp messages, calls from family members and so on
- Assist with running all aspects of the businesses administratively