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**Reception Admin Assistant**

**Job details**

Salary

£16,848 - £16,979 a year

Full-time

Part-time

Permanent

**Job Description**

Reporting to the General Manager and Senior Management Team and Group Administrator, the Receptionist / Administrator will work as part of a administration team that are responsible for all the administrative duties within the home.

The Receptionist / Administrator will assist in ensuring the smooth and efficient management of the administrative duties within the home, ensuring that customer service is provided to the highest standards.

Ensure that the overall administration is delivered at a high standard

Work effectively as part of a team.

Ensure that telephone calls and enquiries to the Home are handled both professionally and promptly.

Ensure that all records for the team are accurate and maintained this includes annual leave and sickness

Attend all training as required and be responsible for own personal development

Ensure all new employee information is compliant and has required, references, DBS and other paperwork prior to commencement and all is recorded correctly

Maintain records of all orders and invoices submitted for reconciliation and payment to Finance to allow prompt and accurate responses to enquiries

Ensure that all information of confidential nature is not divulged to third parties

To actively engage with residents in conversation and meaningful occupation related to their lifestyle choices at a level and pace that values the individual and respects their dignity and communication differences.

Due to regulatory requirements candidates will be required to be fully vaccinated for COVID-19.

**Job Types**: Full-time, Part-time, Permanent  
Part-time hours: 18 - 36 per week

Salary: £16,848.00-£16,979.04 per year

Schedule:

Day shift

COVID-19 considerations:  
Care Home Setting  
Infection Control Measures in place

**Experience:** Administrative Assistants & Receptionists: 1 year (required)