



Charity Earnshaw-Homecare Agency, Adult Social Care Provider of Regulated Activity Personal care.

Job Description Office Administrative Assistant

Position: Office Administrative Assistant - Part-Time or Full Time Pattern: Tuesday to Saturday

Responsible to: **Office Manager**

Purpose

To aid the Office Manager in providing an efficient administrative service, within budgetary constraints, all relevant legislation, and the policies and procedures of the organisation.

To undertake all Office administrative and Data Entry duties, as directed by the Office Manager.

Administrative Duties

- To answer the telephone, take and log messages or transfer to the relevant person as required,
- to upload data and maintain an excel database, to respond to enquiries, arrange appointments and process paperwork in line with service and department procedures
- to keep the office filing systems up to date
- printing and distribution of the weekly care rosters
- printing and filing of all Audits
- Assisting with Rostering

Data Entry Duties

- to record information on the computer system as directed
- to maintain the service user's database records

General Duties

To attend and minute staff meetings when requested.

To promote [Charity Earnshaw Homecare Agency] and its work in the community and in all areas of its operation.

To communicate clearly with other staff, peers, managers, tenants, customers, and all other agencies and interested parties.

To represent the organisation at meetings as requested.

To perform any other duty commensurate with the post as requested.

Skills Required

- Must be PC literate on Microsoft Windows, Word and Excel
- Fluent in English
- Ability to drive would be an advantage

Equal Opportunities: To comply with and promote the terms and conditions of the organisations Equal Opportunities and related policies.

Data Protection: To comply with organisational policies and procedures and the requirements of the 2018 Data Protection Act.

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Remuneration: Hourly Rate: £12.00 x 40-hrs and Yearly: £24,960