

Administrative Assistant

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Company: Ramsay Health Care

Location: Banbury

Category: other-general

Description

Administrative Assistant

Location: Cherwell Hospital, Banbury, Oxfordshire

Hours: hours per week, full-time

Salary: Depending on experience + Benefits

About the Hospital:

The Cherwell Hospital, located in Banbury, Oxfordshire was purpose built in 2006 and has been designed to combine an exceptional standard of patient accommodation with the technical equipment and facilities that modern medicine demands.

The Hospital has a 34 bed inpatient unit, consisting of single or twin rooms, a day case facility complimented by a dedicated Day Case Surgery unit and a new Ophthalmology Suite. The Hospital is equipped to undertake a large range of procedures, treatments and investigations. We have three fully equipped theatres and a SurgiCube theatre. Other outpatient facilities include physiotherapy, pharmacy, radiology, ultrasound and MRI.

The role:

We have an opportunity to join our administration team in a varied and challenging role supporting our admitted services across two hospitals, based in Banbury. We seek a vibrant and engaged candidate with administration experience to join a busy part of the business, working across our Ophthalmology Suite and Inpatient Bookings Team.

What you will bring with you:

Excellent IT Skills and ability to type at speed whilst maintaining accuracy

Experience of multi-tasking and working to strict deadlines

Excellent verbal and written communication

High attention to detail

Benefits:

25 Days Leave + Bank Holidays

Buy & Sell Flexi Leave Options

Private Pension where Ramsay will match up to 5% after a qualifying period

Flexible shift patterns available where possible

Enhanced Competitive Parental Leave Policies

Private Healthcare for you and dependents includes online GP

Life Assurance (Death in Service)

Free Training and Development via the Academy

Free Parking on site for workers (where possible)

Subsidised staff restaurant (where possible)

Over 8,000 discounts and special offers via benefits portal

Book discounted cinema tickets on the dedicated cinema portal

The Blue Light Card Scheme

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