

United Kingdom Jobs Expertini®

Administrator

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Company: Administrator

Location: Barnet

Category: other-general

We have an exciting part time opportunity for an Administrator to join our amazing Living with Jewish Care Team.

This post is for 3 days per week (22.5 hours) Working Wednesday to Friday. During summer you will be expected to work full day Friday During the winter you will be expected to work Friday Mornings (1/2 day) and one other half day in the week

Our team has extensive experience in placing clients in Jewish Care's care homes. You will have some direct contact with the prospective residents, their families, and the local authorities.

On average there are 320 admissions per annum to Jewish Care's homes. Each of these requires great attention to detail regarding funding, including liaison with the resident and both internal and external business partners. The admission of people to our care homes efficiently and as speedily as possible underpins Jewish Care's financial sustainability.

As the administrator of the Living with Jewish Care team you will ensure that appropriate paperwork is received in a timely fashion from internal and external partners, to support the team in providing customer care for potential residents and their families to ensure they receive a personalised customer service.

What you will be doing:

Providing administration for the Living with Jewish Care team for clients applying for a care home or retirement living apartment.

Ensuring information is circulated regarding availability and other data requirements.

Liaising effectively with internal and external partners ensuring relevant information is passed on in a timely fashion.

Assisting in co-ordinating placements, liaising with clients and their families.

Supporting clients and their families where appropriate through the admission process.

Maintaining analytical information as required by the business team to ensure strategic planning can be undertaken.

What you will need:

Relevant qualification or equivalent experience within business administration

Experience of undertaking a range of administration tasks requiring a high degree of discretion and sensitivity.

Experience of working in a busy office environment and off-site, carrying out a range of administration duties, including regular written and spoken correspondence.

Proven record of excellent telephone manner, including handling sensitive and confidential conversations over the telephone and managing the follow-up for these calls.

Previous experience of producing accurate written work including drafting, setting out and typing letters, minutes, and reports.

Proven ability of adaptability and proficiently in IT skills, including word processing and excel, experience and ability to learn the use of new databases, and spread sheet packages, including designing spread sheets, letters, and producing reports.

Evidence of very good attention to detail and accurate data entry skills.

Ability to work well as part of a team.

Jewish Care is the largest provider of health and social care services for the Jewish community in the UK. Every week, we touch the lives of 10,000 people. We provide services to a range of people including older people, people with mental health needs and

people living with dementia.

Our five values are at the heart of the way we work. They drive how we act as individuals and as an organisation and shape our culture. We value Excellence, Integrity, Innovation, Compassion, and Inclusivity.

Jewish Care operate a rolling recruitment process and reserve the right to close the advert once a suitable candidate has been identified.

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