

Administrator - SE Trust

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Company: Keenan Recruitment

Location: United Kingdom

Category: other-general

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Due to the ongoing demand within the Northern Ireland Health Service, we are actively seeking a skilled and adaptable Clerical Officers. This individual will be responsible for providing comprehensive administrative support to senior medical management teams in operational departments, ensuring efficient operations and prioritising patient needs. The role also involves effective management of associated correspondence and appointment schedules.

Positions available at Band 2, Band 3 and Band 4 levels

Pay rates ranging from £10.45 to £12.86 per hour.

Full-time 37.5 hours per week, Monday to Friday

Immediate start dates available.

Various locations throughout Northern Ireland

Live vacancies are usually open for 24 – 48hrs and require immediate starts. They are initially advertised for 1 to 3 months due to funding structure however the majority of the roles are rolling contracts.

With this in mind the best option is to complete registration so you are ready for work. Book Here:

Requirements:

6-12 months of relevant experience in an Administration or Clerical capacity

Previous experience in a Health & Social Care Trust or Medical setting is highly advantageous.

Effective communication skills

Strong organisational and time management abilities

Proficient in using MS Office

Strong data entry skills

Note Taking experience.

Patient-focused approach

Team player with flexibility to support and encourage co-workers.

Ability to work under pressure in a fast-paced environment.

Responsibilities:

Provide comprehensive clerical support to management teams, including filing, processing mail, photocopying, report preparation, case management, and appointment scheduling.

Handle telephone inquiries and provide reception support.

Conduct volume data entry and manage schedules.

Update patient files and records using a computerized system.

Address patient inquiries

Engage with clinical and management teams.

Multitask in fast-paced hospital, well-being centres and back-office departments.

Keenan Recruitment is an equal opportunity employer, acting as an Employment Business on behalf of our clients for temporary work and an Employment Agency for providing permanent employment with our clients.

Keenan Recruitment is proudly a Corporate Member of REC - 10638 (Recruitment and Employment Confederation) adhering to all current employment legislation.

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