

Band 3 Team Administrative Assistant

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Company: Brook Street

Location: Belfast

Category: other-general

Job Description

Exciting Opportunity for a Band 3 Administrative Assistant

Brook Street (UK) Ltd is actively searching for a skilled Band 3 Administrative Assistant to join our clients within the healthcare sector at Knockbreda Centre. This is a full time role offering a fantastic opportunity for a 6-month period.

Rate of Pay:

o £11.67 per hour, paid on a weekly basis.

Key Responsibilities:

Undertake a range of admin support duties, including

Typing, and circulation of correspondence, to include invitations, minutes, untoward incidents, etc/

Note taking/record of discussion at meetings.

Transcription of communications from Big Hand.

Filing of all letters, memos, reports etc on a daily basis.

Archiving and retrieval of records from offsite storage.

Photocopying of client records as and when required.

Creation, maintenance and recording of files as necessary.

Efficient organisation and maintenance of record and information systems and back up systems utilised to ensure up to date information is recorded on files index cards etc

Archiving and recall of all files in accordance with Trust policy.

Preparation and collation of statistical information regarding families with social work involvement when required.

Photocopying/Scanning as required.

Requirements:

- o Proficiency in MS Excel, MS Outlook, and MS Word.
- o Minimum of one year`s experience in Administration or five GCSEs at grade C and above.
- o Previous experience in Healthcare would be advantageous.

How to

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