

Business Administrator

[Apply Now](#)

Company: Athena Care Homes (UK) Limited

Location: Ipswich

Category: other-general

As the Business Administrator at Avocet Court Care Home, you will be responsible for providing an efficient and effective administrative service within the Home, ensuring high standards of customer service is achieved at all times and all activities are in line with the Athena vision. About Avocet Court Care Home: Situated in a residential nook in Ipswich, our 115-bedroom Avocet Court Care Home is surrounded by beautiful gardens. As one of the top residential care homes, we provide exceptional standards of care. We're proud to have an award-winning activities team and a newly refurbished café that is the heart of our home. We also have fantastic sustainability credentials, including solar panels and green initiatives to minimise our environmental impact. About the role: The Business Administrator will work closely with the Home Admin Manager, ensuring the management of the personnel and financial administrative duties are efficient and completed to a high standard. Salary: Up to £25,000 per annum. Shift Pattern: 37.5 hours per week, Monday to Sunday with alternate weekends. Home Location: Monmouth Close, Ipswich, England, IP2 8RS. ** Certificates of Sponsorship Are Not Available For This Position **Key Duties & Responsibilities: Ensure that all our Resident's documentation is accurate and entered in a timely manner on to the relevant information system. Continue to maintain records and update central office with any changes. Record all monies that come into the home, maintain petty cash, ensure that banking is completed weekly and all relevant reporting is accurate and submitted as required. Maintain People Planner system, completing daily reconciliations, updating starters and leavers, recording annual leave and absences. Ensure that all personnel records for the team are accurate and maintained, including follow up checks with expiring

VISAs etc. Training, Skills & Experience Required: Experience within a similar administrative based role, ideally within a care environment. Proficient in all Microsoft Office applications. A positive attitude, with high attention to detail. What we can offer: Fully comprehensive induction. Competitive salary. 28 days of holiday per year. Free Blue Light Card & access to the Blue Light discount platform. Refer a friend scheme. About Athena: Athena Care Homes are a family run business with seven homes across East Anglia. We have care homes in Peterborough, Cambridgeshire, Kings Lynn (West Norfolk) & Ipswich (Suffolk). Our aim is to be the provider of choice for our residents and the employer of choice for our team members. Our purpose is to create excellent quality homely environments with the highest standards of care, catering, housekeeping and activities. We aim to enhance the lives of our residents and enable them to enjoy life to the full as individuals in happy, comfortable and safe surroundings.

[Apply Now](#)

Cross References and Citations:

1. [Business Administrator New York Jobs Ipswich New York Jobs](#)
2. [Business Administrator Manufacturing Jobs Ipswich Manufacturing Jobs](#)
3. [Business Administrator University Jobs Ipswich University Jobs](#)
4. [Business Administrator Searchuk Jobs Ipswich Searchuk Jobs](#)
5. [Business Administrator Music Jobs Ipswich Music Jobs](#)
6. [Business Administrator Us Jobs Ipswich Us Jobs](#)
7. [Business Administrator New York City Jobs Ipswich New York City Jobs](#)
8. [Business Administrator Honduras Jobs Ipswich Honduras Jobs](#)
9. [Business Administrator New York Jobs Ipswich New York Jobs](#)
10. [Business Administrator Healthybird Jobs Ipswich Healthybird Jobs](#)
11. [Business Administrator Cardiologist Jobs Ipswich Cardiologist Jobs](#)
12. [Business Administrator Nz Jobs Ipswich Nz Jobs](#)
13. [Business Administrator Risk Management Jobs Ipswich Risk Management Jobs](#)

14. **Business Administrator Mexicojobs Jobs IpswichMexicojobs ↗**
15. **Business Administrator Algeriajobs Jobs IpswichAlgeriajobs ↗**
16. **Business Administrator SupervisorjobsJobs IpswichSupervisorjobs↗**
17. **Business Administrator AdminjobsJobs IpswichAdminjobs↗**
18. **Business Administrator Emailjobs Jobs IpswichEmailjobs ↗**
19. **Business administrator Jobs Ipswich ↗**
20. **AMP Version of Business administrator ↗**
21. **Business administrator Ipswich Jobs ↗**
22. **Business administrator Jobs Ipswich ↗**
23. **Business administrator Job Search ↗**
24. **Business administrator Search ↗**
25. **Business administrator Find Jobs ↗**

Source<https://uk.expertini.com/jobs/job/business-administrator-ipswich-athena-care-homes-u-797-381690/>

Generated on: 2024-05-03 by Expertini.Com