

Care Home Administrator

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Company: Avery Healthcare

Location: Edenbridge

Category: other-general

Edenbridge Manor Care Home located in Edenbridge is recruiting for a brilliantly organised team player to join us as the Home Administrator. This is your opportunity to shine and bring a safe pair of hands to administrative tasks to ensure the smooth management of the Home. Your job is to support the Home Manager in daily process tasks such as data entry, data collection and sharing, financial administration, staff rota communication and providing important business information to Group Support Centre. You will love managing your systems and staying on top of paperwork, becoming the 'go-to' for your colleagues looking for information, all whilst demonstrating our values of being Proud, Supportive and Caring. Great Team Players Need Great Rewards £14.42 per hour Hastee Pay - providing you with the opportunity to receive your earned pay immediately to increase your choice and financial wellbeing We can offer a range of shift patterns that best fit around your family. Let us know what hours you are looking for and we will do our best to accommodate you Holiday pay and holiday-type benefits through employee discount scheme Pension A career development pathway and support with qualifications A comprehensive and supportive induction programme to ensure confidence and competence Blue Light Card - Employee discounts scheme for a wide range of retailers, restaurants and days out Staff well-being programme Refer a Friend payments Free DBS, free uniform Your Working Life Flexibility - We can offer a range of shift patterns that best fit around your family. Let us know what hours you are looking for and we will do our best to accommodate you A career development pathway and support with qualifications – linked with increases in salary A comprehensive and supportive induction programme to ensure confidence and competence Avery #OneFamily Well-being

ProgrammeBlue Light Card - Employee discounts scheme for a wide range of retailers, restaurants and days out Daily staff celebrations Staff well-being committeesMental health first aiders for staffApprenticeship programme Managing Director award and Avery Awards

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