

# United Kingdom Jobs Expertini®

## Home Administrator

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Company: Amica Care Trust

Location: Redhill

Category: other-general

Amica Care offers a range of friendly, welcoming and professional support services, including occasional day care, to assisted living providing the independence many of our resident's desire, through to specialist dementia care for those in most need of our support. We are recruiting for a Home Administrator to join the team for 37.5 hours per week.

### **Day to day:**

The Home Administrator is an integral part of the Home and Support Office function.

You will support the Home Management with a full range of admin activities to assist in the smooth running of the home.

You will be the first point of contact for all enquiries, greeting and helping visitors in the home.

You will support employees with enquiries, such as payroll and new starter paperwork and support with the marketing of the home.

You will be responsible for updating the sending off payroll and invoices to Support Office.

The role will be a busy but rewarding one, you will need to be naturally organised and a strong communicator, have great customer service skills and the ability to successfully prioritise tasks and keep calm when things get a little hectic!

### **Requirements:**

For this wide-ranging customer service and administrative role, we are looking for an experienced administrator in a customer service setting.

You will need to have a high attention to detail, excellent people skills, experience with and a positive and helpful approach.

As with all our employees, you will be expected to work within our staff values and promote these at all times, by being an effective communicator, passionate about your work, encouraging team working and having a positive attitude.

Overall, you should have pride in your work and committed to providing excellent customer service and administrative support.

**Rewards:**

In return for your commitment to providing the best service to our residents, you will be offered:

Excellent learning and development opportunities.

A competitive pension.

A suite of discounts at a range of online retailers, from days out with the family to money off your weekly shop!

An Employee Assistance Programme (EAP) providing a range of free and confidential services and advice for you and your family, such a counselling sessions and legal or financial advice.

Monthly employee recognition.

A friendly and supportive working environment.

Social events.

A refer a friend bonus of up to £200.

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