

Office Administrator

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Company: Marie Curie UK

Location: United Kingdom

Category: other-general

Title: Office Administrator

Salary: Marie Curie Pay Scale, aligned with AFC band 2 £22,720 per annum

Hours: Full-time 37.5 hours per week

Contract: Permanent

Based: Marie Curie Cardiff hospice

Closing date: 2nd May 2024

Interview date: TBC

We are seeking a dedicated Regional Office Administrator to join our Caring Services team. This role is instrumental in coordinating administrative tasks, ensuring the smooth operation of our regional office, and supporting the Regional Manager and clinical staff in delivering high-quality care.

Marie Curie Benefits Package :

Season ticket loan for travelling to and from work

Defined contribution schemes for Pension

Marie Curie Group Personal Pension Scheme

Loan schemes for bikes; computers and satellite navigation systems

Introduce a friend scheme

Help with childcare cost (T & C's apply)

Entitled to Marie Curie Blue Light Card

Entitled to Benefit-Hub Discount Scheme

Life assurance – for all employees

Eye care- (under Display Screen Equipment (DSE) regulations, Marie Curie will pay towards sight tests if you use computer screens and other displays as part of your job)

Continued access to NHS Pension Scheme

What's in it for you

Annual leave allowance =**England and Wales** = 27 days plus 8 public holidays (pro rata)

Annual leave aligned to NHS (subject to eligibility, which must be most recent continuous service immediately prior to joining MC with no breaks of service)

Competitive Policy for parental/sick Leave

Continuous Professional development – (Marie Curie supports and encourages personal and professional development)

Industry leading training programmes

Flexible Working

Free DBS

Free Uniform

Generous enhancements.

BAND 2 Scotland & Wales 44% x your basic salary per hour paid for Saturdays & weekday night duty (8pm to 6am) 88% x your basic salary per hour paid for Sundays and Public Bank Holidays

What we are looking for :

Excellent planning, administrative and organisational skills

High level of discretion while dealing with confidential information

Self-motivated with an ability to work autonomously as well as part of a team

Knowledge of general office systems such as “bring forward” diarising, filling etc

Strong interpersonal skills with the ability to communicate clearly and concisely

Proficiency in Microsoft Office Suite and database systems

Exceptional attention to detail and accuracy

Ability to self-direct, prioritise tasks, and work effectively within a team

You will act as the central liaison for the regional team, managing inquiries and facilitating internal communication. Provide comprehensive secretarial assistance, including drafting correspondence, reports, and meeting minutes. Establish and uphold efficient office systems to ensure timely completion of administrative tasks. Coordinate all aspects of meetings, from documentation to catering arrangements. Arrange travel and accommodations as required for the regional team. Maintain professional communication with internal departments and external parties while upholding confidentiality. Support the implementation and compliance of health and safety procedures within the region. Assist in financial monitoring and reporting to ensure adherence to audit requirements. Manage personnel administration, including HR records maintenance and training coordination. To apply, please send us your most recent CV and a cover letter detailing your experience, how you meet the person specification and why you would like to work for Marie Curie

**For more information or an informal chat please contact our Administration Supervisor
Joanna Everson on**

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