

Office Assistant (11 month FTC)

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Company: Bush and Company Rehabilitation

Location: Daventry

Category: management

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Job Type: Full time, 35 hours per week

Contract Type: Temporary

Salary: 22,000 per annum

THE PURPOSE OF THE ROLE

Playing a key role in the business, the Office Assistant will support the Instructions team and wider business with administrative and clerical tasks.

WHAT YOU WILL BE DOING AS OFFICE ASSISTANT

Business

- Meet and greet visitors onsite, acting as point of contact.
- Answering the telephone in a timely and professional manner, transferring calls to the relevant team member, taking and relay messages.
- Receiving post, scanning, and distributing.
- Managing outgoing post, including printing and franking of outgoing post including parcels;

special and recorded delivery mail.

- Issuing customer and client satisfaction survey.
- Assisting with Enquiry and Report chasers when required.
- Assisting the Business System and Performance Manager with duties including:
 - Dealing with IT equipment
 - Ordering stationary
 - Maintaining the Text Anywhere System
 - Making new starter labels
 - Monitoring the internal support e-mail inbox

Instructions Team

- Assisting with the downloading of medical documentation to case
- Assisting with acknowledging receipt of documentation received
- Responding to trial availability requests
- Creating appointment letters
- Ensuring that records are saved to the database in line with procedures.
- Ensuring that data records are input accurately and kept up to date.

SKILLS AND EXPERIENCE REQUIRED

- Confident communication skills, including an excellent telephone manner.
- Ability to multi-task, prioritise and work to tight deadlines.
- Superb attention to detail.
- Reliable, hardworking, and extremely conscientious.
- Can do attitude, happy to support all teams across the business.
- Excellent knowledge of all Microsoft Office applications.

PERSONAL ATTRIBUTES

- Curious to challenge the status quo and develop new skills.
- Unified in working together for the same goals and vision.
- Driven to achieve, succeed and progress.

- Passionate about our customers, our business and personal performance

In addition to a competitive salary, we offer 23 days holiday, a contributory pension, and a healthcare scheme with Simply Health.

We have regular communication events, yearly award ceremonies and we have achieved Gold standard for Investors in People and have been voted the 43rd Best Small Employer in the UK for 2022.

We look forward to hearing from you!

A career at Bush & Co gives you the opportunity to bring your skills and experience to the catastrophic injury sector; helping people following life changing injuries and supporting the legal and insurance industry to care for clients.

As a member of our team, you can expect to work in a rewarding, fun environment with a commitment to working hard, enjoying what you do and making a difference to people's lives.

You may also have experience in the following: Office Assistant, Office Administrator, Admin Assistant, Office Admin, Administrator, Administrative Assistant, Office Manager, Receptionist, customer Service, Customer Service Assistant, Customer Service Advisor, etc.

REF-(Apply online only)

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Cross References and Citations:

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