

Administration Assistant



Mission Care has had the privilege of providing residential and nursing care to vulnerable adults in South London for over 110 years. Today we have five homes, four in the London Borough of Bromley, and one in Southwark and pride ourselves on providing exceptional person-centred care to all of our residents.

We now have an exciting opportunity for an Administration Assistant to join our team.

Summary of duties

Administration Assistants work as part of a team to contribute to the efficient running of the home. Duties include:

- Providing clerical and administration support to the Business Support Officer
- Supporting Business Manager with maintaining occupancy levels
- Maintaining the home's files in accordance with legislation and security
- Collating and checking timesheets including payroll
- Taking and recording care enquiries and channelling them appropriately
- Being the first point of contact for enquiries
- Assisting with banking and finance administration including the recording and sending of incoming invoices
- Monitoring and ordering office provisions as required
- Arranging viewings for the home

Skills required

To be considered for this post, you will ideally possess the following skills:

- Self-motivated with a strong drive for achievement
- Effective and professional communication skills
- Excellent interpersonal skills
- Be person-centred in your approach to our residents
- Ability to maintain effective collaborative working relationships and communication with colleagues, residents, relatives and supporters
- Good project management skills to ensure tasks are kept on track
- Rigorous, with good attention to detail

In return for your hard work, we will offer you the following:

- Learning and development programme
- Paid DBS check
- Pension scheme enrolment
- Generous referral scheme