

## **Job Description**

**Job Title:** Administration Assistant

**Responsible to:** HR Lead

**1/ You will be responsible for:** providing a customer focused reception service and supporting the HR function and head office team with a range a range of administrative tasks.

### **2/ In particular, you will need to:**

- Provide a reception service to St Cuthbert's House; this be a mix of in person and remote support
- Receive and transfer calls in a professional manner
- Receive and direct visitors as and when required
- Support the HR & training function with administration support, including photocopying and digital data entry
- Establish and maintain comprehensive and confidential filing systems
- Assist with the recruitment and induction process
- Assist with pre-employment checks
- Assist with stationery supplies
- Take responsibility for incoming and outgoing post
- Support with tasks, as and when required, at St Catherine's

### **3/ To achieve these outcomes you must have:**

- a friendly and helpful attitude
- friendly telephone manner
- good organisation and time management abilities
- a willingness to develop digital and IT skills

### **4/ Every employee of St Cuthbert's Care must:**

- At all times, treat people with dignity and respect and follow instruction and the charity's policies and procedures
- Maintain confidentiality and observe data protection requirements in accordance with legislation and charity policy
- Work flexibly to meet the needs of the service
- Be professional at all times
- Attend staff meetings and training as and when required
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive, and some variations may be necessary.