

Office Administrator

Position: Office Administrator

Report to: Manager

Salary: Depending on Experience

Hours of work: 9am-6pm

Location: Camden, Waltham Forest and Barking & Dagenham Branches

Focus Care Link is looking for an Office Administrator who has an approachable nature and 'can do' attitude.

Main Duties:

- Proven written and oral communication skills
- Proficient in managing business correspondence
- Ability to organize personal work priorities
- Knowledge of filing and updating records
- Working knowledge of bookkeeping tasks
- Solid know-how of general office procedures
- Ability to work independently and as part of a team
- Able to type at least 50 WPM
- Excellent organizational skills
- Expert in handling office equipment
- Internet savvy with proven expertise in using MS Office applications
- Excellent customer service orientation
- Special talent for researching and analysing data effectively
- Exceptional attention to detail with proven interpersonal skills
- Strong ability to use standard business software and applications
- Demonstrated ability to remain self-motivated at all times
- Able to manage stress timely and effectively
- Flexible in working hours

What we offer:

- Career development
- Paid holiday
- Pension

This is a fantastic opportunity for an enthusiastic, reliable and committed individual to join this friendly team. If you are interested, please contact us for an application pack or apply by emailing your C.V with a covering letter to recruitment@focuscarelink.co.uk

PLEASE NOTE: Due to the volume of applications we receive we are unable to respond to unsuccessful candidates. If you have not heard from us within 10 days of sending your CV, Unfortunately, you have not been selected for the position.