

**Administrative Assistant:**

Job Location: Borehamwood

**Salary:**

£19,000 to £24,000 per annum (depending on experience)

**Job type:**

Full-time (40 hours) shift work to include some evenings and weekends.

**The Candidate:**

The ideal candidate will be able to manage multiple communication streams and organise data in a fast-paced environment. They must be passionate about helping those in addiction recovery and have the confidence to calm and encourage clients through the phone. Healthcare and addiction knowledge is preferred for this role, and first-hand experience is beneficial.

**Job Summary:**

We have a brand new role opportunity and are looking for an enthusiastic and diverse admin assistant to join our vibrant Admissions Department Team in the Borehamwood office. This role is responsible for supporting the team and management with various administrative responsibilities; the successful candidate will be given full training.

**Responsibilities include:**

- Collate all Data / Google Docs / Spreadsheets and produce monthly reports.
- Ensure that all graduating client's details are recorded, collated, uploaded and maintained as accurate.
- Distribute head office post via post or email.
- Agree and communicate admission's pathway information to key stakeholders, including the client, the client's funder and the centre team.
- Update department data on a daily basis.
- In time be able to communicate directly with clients to glean information on their background for our records.

**Required skills include:**

Excellent interpersonal and communication skills.

Self-motivated, driven and focused, to ensure all opportunities are captured.

Focused on accuracy, with exceptional attention to detail.

Successful track record in working in a team environment and being diverse and flexible.

The ability to gain a clear understanding of customers' requirements.

Conversant with computers and Google Drive, Microsoft Word, Excel and PowerPoint.

Excellent verbal and written communication skills.

Initiative and a positive approach to problem-solving.

Ability to empathise with and fully assimilate the services being offered.

Ability to identify new business opportunities using a variety of methods.

Strong customer care skills.

Ability to cope with competing demands and prioritising tasks.

This is not a remote working position. However, we offer flexible working hours between 9am and 9pm.

**Other benefits include:**

- An inclusive and relaxed office environment built on mental-health inclusion.
- A diverse and friendly team of colleagues.
- A varied role with never a dull moment.
- Flexible working hours.
- Staff treats and discounts.
- Unlimited access to hot and cold beverages.

**Additional requirements:**

This job is subject to DBS Disclosure at an enhanced level.