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Role: Administrative Assistant

Based at: Crossacres Day Centre

Salary: £23,010.50pa

Hours: Mon to Fri, 8.30am – 4.30pm

**The Role**

We are looking for a friendly, organised, and compassionate **Administrative Assistant** to support the Day Centre Manager with the smooth day-to-day running of our centre. The ideal candidate will be the first point of contact for visitors and families and will provide vital administrative support to our care and management teams.

**Key Responsibilities:**

* Greeting clients, families, and visitors in a professional and warm manner
* Managing incoming calls, emails, and correspondence
* Maintaining and storage of accurate records including attendance, care plans, and HR files. (in line with GDPR and confidentiality requirements)
* Supporting with scheduling, calendar management, and booking appointments
* Assisting with the preparation of reports, documentation, and care reviews
* Ordering office supplies and supporting facilities management tasks
* Assist with the provision of a flexible transport service
* Collection of monies and completion of daily returns including reconciliation of petty cash systems.

**About You:**

* Previous experience in an administrative role (experience in a care or health setting is a plus)
* Excellent communication and interpersonal skills
* Organised with strong attention to detail
* Confident using Microsoft Office (Word, Excel, Outlook) and database systems
* Able to work independently and as part of a team
* Empathetic, respectful, and understanding of the needs of older people and their families

For more details, please email Regina Dixon **regina.dixon@ageukmanchester.org.uk**