



## **Part time Allocations Administrative Assistant Fixed 1 Year Contract**

**Hours: 21 hours per week**

**Salary: 11,903 per annum(pro-rated)**

**Days: Tuesday, Wednesday & Friday(some flexibility)**

**Head Office: Erith**

Do you have the skills to engage with colleagues and a number of external stakeholders to support our day-to-day operational requirements? If so, then look no further than Crossroads Care South East London.

We are a registered charity delivering diverse services to carers of children, young people, adults, and older people across the London boroughs of Bexley, Greenwich, Lewisham & surrounding areas. Services are delivered through community-based support staff and volunteers operating within the family home or on outside activities.

The successful candidate will need to have a recognised qualification in administration and/or customer care, proficient IT skills, possess strong interpersonal skills and demonstrate planning and organisational capability.

Reporting to the Registered Manager your principal role will be the first point of contact with our stakeholder's. You will be responsible for the allocation of work to front line staff which involves rostering & distribution of rotas, managing leave requests and sickness absence through our case management system.

Conversant with Data Protection/Information sharing principles you will maintain, update & produce information data we hold on staff/ stakeholders ensuring compliance. Your working week will be based at our Head Office in Erith.

You will need to work in an innovative and creative way and cope with multiple demands within a busy office environment.

You must also have an awareness of and sensitivity to the needs of Carers and the person they care for.

***For an application pack please visit:***

**<https://ccsel.org/vacancies>**

or alternatively Tel: **01322 336086** / email **info@ccsel.org**

Closing Date: **Friday 7<sup>th</sup> May**

Interviews will be held **Friday 14<sup>th</sup> May**

The post is subject to a satisfactory enhanced Disclosure Barring Service check and two suitable references

**We value diversity in our workforce and encourage applications from all sectors of the community**

Registered Charity No: 1076375