



## **Care Administrator – Full Time**

**Cheshire East  
(based in Congleton)**

**Salary circa £16,500 per annum (subject to experience)**

We are looking to recruit an experienced and enthusiastic Care Administrator to join our Cheshire East team, based in Congleton. In this rewarding role you will be an integral part of our busy care team, responsible for the day to day running of the service and ensuring that the highest standard of care is delivered to carers and people with care needs.

The ability to prioritise and multi-task are essential to this key role. You will be required to provide general administration support to the care team, including inputting data on to our database, as well as dealing with enquiries, taking referrals and speaking with people who use our services and healthcare professionals.

You will also be part of the On Call team, on a rota basis, for out of hours emergency enquiries.

### **About you:**

- Experienced administrator with excellent IT skills
- Strong organisation and communication skills, both written and verbal are essential
- Good knowledge of Cheshire East area
- Experience of managing work schedules would be advantageous as would be experience of working within health and social care

### **We will offer you excellent terms and conditions including:**

- Highly competitive annual salary
- Mileage allowance 32p
- 30 days holiday (including Bank Holidays)
- Company contribution to your workplace pension
- High quality training and development opportunities

**For more information please call 0330 124 4526 or email [hr@carerstrust4all.org.uk](mailto:hr@carerstrust4all.org.uk)**

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

Registered charity number 1075268