

Administrator – 20 Hours per week

GCT, providers of excellent care and accommodation for older people are seeking a passionate and dedicated individual to join our friendly Team at Guild House.

We are offering a basic hourly rate of £8.50 - £9.00 (after probation)

In addition we offer an excellent employment package which includes attendance bonus, ongoing training and professional development, free subscription to PerkBox (an employee discount scheme) and 28 days Annual Leave (including Bank Holidays).

Duties involve providing secretarial and administrative support to Home and Deputy Managers, maintaining staff and resident's records, covering reception, maintaining petty cash systems and any other duties as requested.

Interested?

Please ring Libby Martin on 01452 500429 or email libby.martin@gloschar.org.uk for a full Job Description and an application form. We do not accept CV'S.

The closing date is Friday 1st December 2017 at 4:30pm