

1	Job Title:	Administrative Staff in Supported Living 18 hours a Week over 3 days @ £13 Per Hour ABOBVO Links Ltd - Supported Living Services Luton
2	Role Overview:	We are seeking a dedicated and organized Administrative Staff to join our supported living team. In this role, you will play a vital part in supporting the day-to-day operations of our supported living facility, ensuring smooth administrative processes, support with contacting local authorities. NHS/other stakeholders, sourcing for Tenders and providing clerical support to staff and residents.
3	Responsibilities:	<ol style="list-style-type: none"> 1. Perform general administrative tasks such as sourcing tenders, completing applications, filing, data entry, and document management. 2. Maintain accurate and up-to-date records of resident information, appointments, and schedules. 3. Assist in coordinating and scheduling appointments for residents and staff members. 4. Manage incoming calls and emails, directing inquiries to the appropriate staff members. 5. Assist residents with completing forms, applications, and other paperwork as needed, including housing and other state benefits as maybe required. 6. Collaborate with other team members to ensure a high standard of care and support for residents. 7. Help organize and maintain office supplies and equipment. 8. Support staff with administrative tasks to ensure efficient operations of the facility.
4	Requirements:	<ol style="list-style-type: none"> 1. Proven experience in administrative roles, preferably in a healthcare or supported living setting. 2. Exceptional organizational and multitasking skills. 3. Proficiency in using computer programs such as Microsoft Office suite. 4. Strong communication skills, both written and verbal. 5. Ability to maintain confidentiality and handle sensitive information with discretion. 6. Compassionate and caring attitude towards residents and their families. 7. High school diploma or equivalent; additional qualifications in administration are a plus.
5	To Show Interest or Make Enquiries	Send CV to email box info@abobvolinks.co.uk or contact Sophie Okoro on 07365734107