

Praxis Care Job Description

Position, Title & Grade:	Administrative Assistant
Location:	Northern Ireland
Reporting to:	Service Manager
Function/Department:	Administration

Job Purpose/Summary:

To provide secretarial/ administrative support to the manager as appropriate whilst ensuring the efficient running of the office.

Key Accountabilities:

- To carry out administrative tasks, scheduling essential calendar activities, arranging meetings and reviews as required
- To carry out reception duties when appropriate and provide secretarial administrative support including photocopying and preparation of documents and record incoming and out coming mail and distributing appropriately
- To be responsible for finances, i.e. petty cash, client benefits etc. as appropriate and be able to work competently with figures and statistics in order to complete end of month accounts
- To attend and minute staff meetings and reviews and personally contribute towards a supportive and therapeutic environment and to the workings of a caring team
- To Liaise appropriately with other professional staff, voluntary bodies, and community groups in the furtherance of clients' needs
- Attend training sessions as felt appropriate by the service manager
- To be aware of and act in accordance with Praxis Care Health and safety policy and conduct all activities in a manner which is safe to all staff and the people we support

Requirements of the Role:

- You will be required to participate in the company appraisal and staff review process
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis expectations, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary
- To work the necessary hours to fit the needs of the service

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Essential and Desirable Criteria:

	Direct/Internal	Indirect/External
Budget	• 0	• 0
Staff	• 0	• 0
Liaison & Influence	• Other Activity staff throughout the organisation to Head of level	• Health Trust and regulatory bodies • Individual families • External suppliers

Criteria	Essential	Desirable
Education. Experience & Training Qualifications	• Numeracy and Literacy Skills • Effective Communication skills • Diary Management • Collating Reports • Filing	
Skills & Competencies	• Working knowledge of Microsoft suite, including WORD and EXCEL • Full valid driving licence and access to own vehicle <i>(If a disability precludes an individual from holding a driver's licence, it should be stated how they can meet the mobility requirement of the post)</i> • Problem solving skills • Organisational skills • Time management skills • Telephone skills	
Attributes	• Team Player • Understanding of diversity	

	Available to work flexibly	
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Decision Making Authority	Recommendation Types and Levels
Required to follow well defined procedures and is not required to deviate from these without seeking advice and guidance.	Ability to recommend changes to work practices which will improve efficiencies, reduce costs and enhance customer service.