

Temporary / Full time Office Admin. Urgently needed.

Healthcare professional
Forest gate London E7
Be one of the first ten applicants.

HCPR Services Limited (Care Agency) are currently recruiting for an Office Administrator based in Stratford, London E7.

This is a temporary position for up to 6 months with a possibility of an extension with a pay rate negotiable in accordance with current rate.

Working hours will be 37.5 per week - 9-5 depending on the day.

You will support all office compliance lead with administration tasks.

Main Duties:

- Typing clinical letters and forwarding emails to stakeholders and partners.
- Dealing with incoming referrals, complaints, and queries
- Input data onto clinical database and quality management system.
- Liaising with clients, care workers, nurses and other healthcare professionals
- Answering telephone and email queries from patients/internal and external staff
- General reception and admin support (filing, recruitment processing and DBS checks) for the whole team.
- May be expected to attend meetings via teams or set up meetings.

Candidate Requirements:

- Previous experience within a care administration role is an advantage but not mandatory.
- Proficient using MS Office applications such as Word and Excel
- Confident and able to work unsupervised.

Benefits of working with HCPR Services Limited?

- 24/7 Support
- Monthly Pay
- Provided with company's phone and laptop.
- Bonuses on acquiring new P.O.Cs
- Holiday Allowance and up to 20 holiday pay days per year.
- We will pay for your DBS free of charge as an incentive.