

# West Midlands Care Association

Globe House, Park Lane Halesowen B63 2RA Tel: 0845 456 6785 Fax:01384 637081

## Part Time Administrator/Co Ordinator

### Hours

1pm – 5pm Monday to Friday

### Company

The West Midlands Care Association is currently made up of 510 Care Providers in Dudley, Sandwell, Walsall, Wolverhampton and Birmingham. We provide services, which are of specific use to Care Homes and Domiciliary Agencies. For example, Criminal Records checks, Newsletters and Training. The Association has grown in the last few years with the support of the Local Social Services Departments and the members.

### Job Description

We have two administrators who currently look after the Association and we are now looking for a third who will work in the afternoons. Many of the duties will be specific to the afternoon administrator, however, there will be a certain amount of job sharing as we are a small team and we work together as a team.

### Duties

- To support our members
- To help run our Criminal Records Service, by logging forms and returns
- To organise our training courses
- To answer the telephone, contact members and other companies on a regular basis.
- To keep the databases up to date
- To help operate our Bed Vacancy Service
- To help the Accounts system
- To help organise meetings, printing and mailings.
- Additional duties as required

### Personal Specification

The ideal candidate would be of methodical and confident, being able to communicate with members, the public and Local Authorities. The ability to organise events and keep track of details is necessary. Excellent typing skills and good IT skills will be required in Microsoft Office, including Outlook and Word and knowledge of Microsoft Access and Excel would be an advantage, but not essential. Knowledge of the Care Home Industry, Training, or Social Services would also be an advantage but are not essential. The job will involve dealing with sensitive personal data and therefore a CRB check will be carried out.

**Salary** £7 per hour

