

Lynwood Court, Lynwood Village
Rise Road, Ascot, Berkshire SL5 0FG

Telephone 01344 298 100
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www.ben.org.uk



Administrator

Based at Day Care Centre, Coventry
20 hours per week
£8.50 per hour

The role

To provide administrative support to the management team at the Day Care Centre. The role will include all administrative tasks such as maintaining staff records, responding to correspondence, liaising with the HR department in relation to recruitment, change of staffing hours and the leavers' process. Supporting the management team with employee relations and creating and maintain reports where required.

The Person

You will be an organised, dedicated and enthusiastic individual. You will have excellent communication skills together with a friendly and helpful disposition as this role will bring you into contact with the users of the Day Care Centre.

With a flexible attitude, you will be an experienced and efficient administrator and be proficient in the use of Word, Excel and Outlook.

In return we offer you:

- Competitive pay
- Generous holiday allowance
- Contributory Pension Scheme - matched up to 3 %
- Free DBS check (subject to eligibility being met)
- Excellent training and development
- Referral scheme
- Childcare vouchers
- Free parking
- Subsidised Restaurant
- Discount on certain car brands

If this describes you, then please contact us at careers@ben.org.uk and enclose your latest CV and covering letter explaining why you are the ideal candidate for this role.

If you are ambitious and motivated and want to make a positive difference to people's lives, get in touch with us.

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Ben - Motor and Allied Trades Benevolent Fund.
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