

WHAT YOU CAN EXPECT TO DO

Admin Assistant

Duties can include:

- Answering the telephone
- Triaging clients on reception and phone
- General admin tasks such as processing incoming and outgoing post
 - Archiving files
 - Attending Trustee Board meetings and taking minutes
- Supporting and advising clients with various tasks including accessing community resources they require
- Follow up to find if client has attended appointments / obtained the information of service they required and if not assist to rebook
 - Providing referral and signposting advice to clients
 - Attend marketing events