



*Do you want to make a difference in a charity
where our mission is to improve quality of life for
local people with sight loss?*

We are looking for a Care Administrator to join our team.

£10,400 per annum – 8.30am to 12.30pm, Monday - Friday

20 hours per week, may including occasional evenings and/or weekends.

We are looking for an effective and efficient administrator who is warm, kind, reliable, empathetic and compassionate, who will be part of and support our care team in the provision of a quality care service.

The role includes getting to know and assist our residents to meet their day-to-day needs to provide a first-class administration service.

We are happy to encourage and offer flexibility to applicants who are currently studying.

PLEASE NOTE WE ONLY ACCEPT OUR COMPLETED APPLICATION FORMS.

CV'S WILL NOT BE ACCEPTED WITHOUT AN APPLICATION FORM.

N-Vision does NOT accept contact from agencies.

To have an informal chat regarding this role please contact Elaine or Alison on 01253 403091.

For more information and an application pack please visit our website www.nvision-nw.co.uk

Closing date for applications is 9am on Monday 29th November 2021.

Disclosure and Barring Service Record will be requested for the successful applicant.

N-Vision promotes equal opportunities and welcomes applicants from all sections of the community.

N-Vision reserves the right to withdraw this advert if sufficient applications are received prior to the application closing date.

Registered Charity 1009955