



Job Advert

Job Title:	Operations Administrative Assistant
Job Reference:	OTA/2122/3926
Working Hours:	Permanent Full-Time - 35 hours per week
Salary:	£13.09 per hour
Location:	Blackheath, London, SE3 0PW
Closing Date:	Sunday, 28 November 2021
Interview Date:	To be confirmed

About Morden College

Morden College is a charity dedicated to supporting older people, providing them with residential care and residential nursing care if the need arises. We are a strong community, committed to enabling those we support to have the highest quality of life, for the rest of their lives. Our care services were graded Good in all 5 CQC inspection area ratings and we have been granted Hospitality Assured status.

We will provide you with a generous pension, 175 hours' holiday plus bank holidays, subsidised meals, free uniform, free onsite parking, and generous learning and development opportunities.

About the Role

We are looking for an experienced and enthusiastic Operations Administrative Assistant, who can work effectively to support our busy Operations team and contribute to the smooth running of the day-to-day office activities.

Working on the beautiful Morden College grounds, you will provide an efficient administrative support by organising appointments and meetings, managing diaries, minute taking, accurately maintain various types of documents and spreadsheets in line with GDPR requirements, and other ad hoc duties.

About You

You will be a self-starter, organised, friendly and passionate.

Whilst being a customer-focussed multi-tasker, you will need to be energetic and fun, take ownership for your responsibilities and have good attention to details.

You will need both experience in a busy office environment and customer service.

About Applying

To apply please visit our website <https://www.mordencollege.org.uk/workforus/>. To have an informal discussion about this opportunity please contact the HR Department by e-mail on recruitment@mordencollege.org.uk or by calling 020 8463 8363 / 8364.

The closing date given is a guide only. There may be some occasions where we might have to close a vacancy once enough applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

Due to high volumes of applications, we are unable to respond to applicants whose qualifications and/or experience do not meet the minimum requirements for the post.

This post is subject to a Basic DBS check.

Morden College is an equal opportunities employer