

JOB DESCRIPTION - ADMINISTRATION ASSISTANT

JOB TITLE: Administration Assistant

ACCOUNTABLE TO: Domiciliary Care Services Manager / Supervisor

RESPONSIBILITIES:

1. To ensure the day-to-day operation of Organisation's office facilities.
2. To carry out office administrative tasks, to include filing of reports and documents, photocopying, answering the telephone and faxing.
3. To manage the Organisation's computer data base and word processing functions. To organise computer files and to ensure their regular and timely back-up according to documented procedures.
4. To manage the Organisation's Quality Documentation System in accordance with Document Control Procedures.
5. To maintain the Organisation's Purchase Order system.
6. To maintain the Organisation's Complaints Files.
7. To participate in Quality Management Review Meetings, to take minutes of such meetings and to prepare typed minutes for signature and distribution.
8. To comply with all Policies of the Organisation, as appropriate.