



CONSTANT HEALTHCARE

ADMIN ASSISTANT

CONTACT US

@ In2carekirklees@kirklees.gov.uk

📞 01484 416200

🌐 www.in2care.co.uk

JOB DETAILS

HOURLY RATE

£24,000 PER ANNUM

LOCATION

SALENDINE NOOK

PROVIDER WEBSITE LINK

<https://constanthealthcare.uk/>

APPLY HERE

[APPLICATION FORM](#)

WHO WE ARE

At Constant Healthcare, we are dedicated to providing high-quality home care to older adults. Our mission is to help them maintain their independence and continue living comfortably in their own homes across Huddersfield and surrounding areas. Our services are designed for adults who, through illness, disability or physical frailty are unable to perform the tasks associated with daily life without assistance.

THE ROLE & HOURS

We are currently looking for a Admin Assistant to join our busy team, working at our office in Salendine Nook!

- **Full-time (around 37.5 hours per week)**
- **Monday – Friday**
- **9AM – 5PM**
- **For one week every month, some on-call work may be involved (weekends / evenings)**

The role will involve answering the phones and emails, speaking with service users and their families, ordering PPE and uniforms, taking notes and performing general office admin. The role is fast-paced, so a keen eye for detail and the ability to manage a busy workload is a must.

We are looking for:

- Someone who has good IT skills
- Someone calm, reliable and pleasant
- Some understanding of healthcare, though this doesn't have to be professional experience

WHAT WE OFFER

- DBS check provided by us, at no expense to you
- 20 days holiday, as well as 8 bank holidays off.
- Further qualifications available for those wanting to learn.
- Fantastic career progression opportunities
- Your birthday is an extra day off.
- Full training can be provided

If you have any questions, please contact In2Care on **01484 416200** or email us on **In2CareKirklees@Kirklees.gov.uk**

