



together
in care

WE'RE HIRING

APPRENTICE ADMINISTRATOR

Together in Care are a domiciliary care service, providing care and support in people's homes. We value our teams and clients, we strive to offer the best possible service to meet everyone's needs. Our clients include individuals with learning disabilities, Autism, and older adults with Dementia.

ROLE DETAILS:

- ✓ £6.40 per hour, rising to £7.50 per hour in April
- ✓ 37.5 hours per week
- ✓ Monday - Friday (9 AM - 5 PM)
- ✓ Based at our Batley office, WF17 8NN

KEY DUTIES:

- ✓ Typing minutes from meetings
- ✓ Scanning and printing office documents
- ✓ Answering our office phone line and providing excellent customer service
- ✓ Responding to emails on Microsoft Outlook

After successfully completing your apprenticeship, you will gain a Level 3 Diploma in Business Administration