

People Passion Potential

Support Coordinator

Highlands, North Scotland

Vacancy details:	Based in Inverness or Wick Permanent. 25 hours/week
Rate of pay:	£13,962 per annum (£20,943 pro rata)
Shift pattern:	Monday-Friday 9.30am-3pm (flexible)

Job description

Community Integrated Care is a UK Wide Charity providing a range of innovative and bespoke care services to thousands of people across England and Scotland.

We are currently recruiting a Support Coordinator who will support a broad range of activities within our Highland services. The purpose of the role is to coordinate systems, processes and administrative duties for an assigned group of services within the region. To provide support to managers within assigned services in terms of purchasing and supply, collation of reports and coordination of training. To be the first contact for enquiry management, offering professional and efficient customer service to both internal and external customers.

Proficient in MS Office applications and with excellent IT skills, we are looking for a problem solver with a proactive, innovative and dedicated approach to completing work. Good communication and interpersonal skills are essential as well as an ability to take the lead on task completion activities, with minimal supervision and the ability to work as part of a team.

In return, we offer you a rewarding and satisfying role, personal achievement with the opportunity to develop your skills and career.

For more information:

Contact: Chris Gehrke, Service Manager.

Email: chris.gehrke@c-i-c.co.uk

Call: 07791495148

To apply, please email recruitment.scotland@c-i-c.co.uk for an application pack.

Please note that we are unable to acknowledge all applications. If you do not hear from us within two weeks of the closing date, unfortunately your application has not been successful. We are also unable to provide feedback for candidates who have not been shortlisted.

Closing date for returned Applications: Friday 25 August 2017 @ 10am