European Union
European
Social Fund

Liverpool in work

Business Administration

Closing Date: Friday 30th October 2020

BioGrad is a leading supplier of clinical and laboratory based training for science students, graduate researchers and teachers.

Key Aims of the Role:

To work directly with the clinical teamundertaking administrative duties and provide a high level of customer service to customers.

Duties and Responsibilities:

·In line with company processes screen clinic calls, take messages and ensure that calls are directed to the correct person when appropriate.
·Confirm clinic appointments to clients in accordance with set guidelines.
·Supporting the clinical team with general administration such as document drafting, updating systems, undertaking courier administration etc.
·Serve visitors by greeting, welcoming, and directing them appropriately ensuring that all clinic guidelines are followed.
·Ensure the filing, recording and distribution of documents for day clinics is undertaken efficiently and promptly.
·Notify clinicians once their clients have arrived.
·Take payment for clinic visits.

We are looking for someone who has:

•□□□□□□□□ Excellent communication skills

•□□□□□□□□ Excellent team working skills

•□□□□□□□□ A professional approach with a friendly manner.

•□□□□□□□□ A commitment to their professional development and the desire to learn new skills.

Role

35 hours per week.

Based in Liverpool Science Park.

This role is subsidised by the Access to Work programme, which is funded by the European Social Fund. This vacancy is only open to residents who live in the boundaries of Liverpool City Region, who are aged 16-29 and who are unemployed, not in work, training or education. You will be asked to prove your eligibility for the role by proving that you are unemployed, your age and address.

Opening Date:	23/10/2020	**Closing Date**	30/10/2020	**Type**	ILM
Minimum Age:	No Minimum Age Specified			**Payment**	
Category	Full Time Temporary			**Hours:**	35 Hours per week

How To Apply:
If you are interested in applying for this role and you qualify for the funding, please contact info@torusfoundation.org.uk for an application form, which should be returned along with a copy of your CV

To apply please contact: Cathy Clements

Please note – when you provide your CV/Application form you are consenting to us storing and/or sharing this information with prospective employers (adequate, relevant and limited to what is necessary for the purposes for which it is processed).
You can find more information on our Privacy Policy online at www.liverpoolinwork.co.uk and www.liverpool.gov.uk

Salvere

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Liverpool in work

Care Assistants

3004473

Female Personal Care Assistants required near Dingle, Liverpool (LTA/KB)

Personal Assistants support people to live well. They provide the right support at the right time to help others to live their best lives. If you are looking for a rewarding role in health & social care, this could be for you!

The job:
A young lady requires 2:1 support with personal care and her morning routine in her own home, with a focus on encouraging and maintaining her independence. We are looking for applicants to make up a small team of PAs that will be dedicated to this young lady.

The right person:
Do you have experience of working with individuals with learning disabilities, autism and challenging behaviour? Do you have a friendly and caring nature with the ability to have a calming influence on others? If so, we want to hear from you!
You must have clear spoken English and be an excellent communicator.
It is preferable that you can drive and have a vehicle to use for work purposes, as further hours may become available for additional areas of support, however this is not essential.

The hours:
Support is required as follows:

Monday to Friday 6.30am to 8.00am
Saturday and Sunday - times can be discussed at interview

Please apply if you are able to cover any of these shifts. You will not be required to work 7 days a week.

You should always be willing to work as a team and pick up additional hours and be flexible to cover holidays and times of sickness.

The rates of pay and benefits:
£9.50 per hour

You will receive paid holidays and the opportunity for training relevant to your role.

Successful applicants must be eligible to work in the UK. This post is subject to DBS checks the cost of which will be met by your employer.

To apply, send your CV to contactus@salvere.co.uk and quote job reference **LTA/KB**

Call us at Salvere on 0300 303 3064 for more information.

Opening Date:	23/10/2020	**Closing Date**	06/11/2020	**Type**	Job
Minimum Age:	No Minimum Age Specified			**Payment**	

Category	Part Time Permanent	**Hours:**	Support is required as follows: Monday to Friday 6.30am to 8.00am Saturday and Sunday - times can be discussed at interview

How To Apply:

To apply, send your CV to contactus@salvere.co.uk and quote job reference LTA/KB

Call us at Salvere on 0300 303 3064 for more information.

To apply please contact: Cathy Clements

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