

Job Title: Administrative Assistant

Location: Office 5A, 335-351 Rainham Rd S, Dagenham, England

Job Type: Full-time

About SSI Medicare Ltd: SSI Medicare Ltd is a leading healthcare service provider, dedicated to delivering high-quality, accessible, and efficient healthcare services to our patients. We work with top-tier doctors, hospitals, and insurance companies to provide seamless healthcare experiences. Our commitment to excellence extends to all aspects of our operations, and we are looking to expand our team with an organized and detail-oriented **Administrative Assistant**.

Job Description: We are seeking an experienced and reliable Administrative Assistant to support our daily office operations. The successful candidate will play a key role in maintaining the smooth functioning of our administrative processes, ensuring that the office runs efficiently and effectively.

Key responsibilities include:

- **Store Information:** Organize important company records by filling in forms, writing notes, and maintaining filing systems to ensure quick access to all essential documents.
- **Prepare Documentation:** Type reports, memos, notes, minutes, and other documents in a clear, concise, and professional manner.
- **Manage Correspondence:** Receive, sort, and distribute incoming and outgoing correspondence, including emails, letters, and packages, ensuring timely communication across departments.
- **Financial Transactions:** Check figures, prepare invoices, and accurately record details of financial transactions made, ensuring that all transactions are documented and filed correctly for easy access during audits.

Skills & Qualifications:

- Proven experience in an administrative role, preferably in a healthcare setting.
- Strong organizational skills with an ability to multitask and prioritize.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- High level of attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Familiarity with financial transactions, invoicing, and record-keeping.
- Strong time management skills and the ability to meet deadlines.

Why Join Us:

- Competitive salary and benefits.
- Opportunity to work in a supportive and dynamic team environment.

- Be part of a company committed to innovation and excellence in healthcare services.
- Room for professional growth and career advancement.

If you are a proactive, detail-oriented individual with excellent administrative skills, we would love to hear from you. Apply today to join SSI Medicare Ltd and contribute to providing exceptional healthcare solutions to our community.

How to Apply:

Please send your resume and cover letter to hr.ssimedicare@gmail.com.