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**Everyone Health: Service Administrator**

**Full time role.**

We are looking for an enthusiastic, highly organised individual to support our Countywide Lifestyles Service across Cambridgeshire and Peterborough. This Service Administrator role will be pivotal in supporting the development, provision, and coordination of a healthy lifestyles service that brings together a range of different programmes centred on supporting residents to lead healthier lives.

This role will provide the critical administrative support to the service and to the multidisciplinary team. You will provide day to day business support including dealing with telephone calls / messages, electronic communication, appointment management, word processing, database management and other general administrative duties. You will be required to develop ongoing effective working relationships with internal and external individuals and agencies to ensure timely receipt of information and responses to deadlines.

**We would like to hear from you if you are:**

* Highly organised, enthusiastic, and have strong interpersonal skills.
* Competent in the SystmOne clinical system, Microsoft Office applications and information technology skills
* Flexible and very professional approach to your work
* Previous experience of working independently, part of a team and with members of the local community
* A strong eye for detail and quality

**Are you prepared to be challenged?**

Are you passionate about health and helping others to lead healthy and active lives? Do you want to be part of a dynamic and expert workforce? Are you enthusiastic, flexible and pro-active with excellent planning, time management, interpersonal and communication skills? If so, we would like to hear from you.

**What now?**

To apply for this job, please click: [www.everyonehealth.co.uk/about-us/employment-opportunities](http://www.everyonehealth.co.uk/about-us/employment-opportunities) , and download the Job Description / Person Specification and electronic application form. Closing date is:

**Please note:** Interviews will be held from week commencing

Everyone Health is an equal opportunities employer and an Investors in People organisation, who are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All applicants will be required to undertake checks and references prior to appointment.