



## Logistics Coordinator

Do you want to make a difference? Apply for this exciting new position and be part of our CQC rated Outstanding specialist home care team!

### The company

Christies Care Ltd lives by its single core value of 'Do as you would be done by' which applies to all of our customers, staff and suppliers.

We have been providing high quality live-in care to clients across the UK for over 30 years. We are proud to be one of only 3.5% of care organisations rated Outstanding by the Care Quality Commission for the service we provide.

### The position

Based out of our head office in Saxmundham, you will be part of the newly formed Logistics Team with the primary responsibility of ensuring we have enough carers to service our clients requirements. This new team will take responsibility of improving the outstanding service we offer to carers and clients alike, monitoring and developing both internal and external processes.

The successful candidate will work within a busy team and will deal with a diverse range of carers and clients so must have excellent communication skills. The ability to focus on their own workload whilst being an active member of a wider team is a must. As this is a busy and demanding role, they must have the ability to work well under pressure and proactively prioritise their tasks. Flexibility and a drive to succeed are a must. Previous experience of working in a fast-paced, telephone role would be highly beneficial and candidates with previous experience in the care industry will stand out.

### A typical day would be:

- Managing a base of carers, ensuring suitable availability and that Christies Care high standards are being met
- Identifying any concerns regarding carers flexibility and working closely to achieve desired outcomes
- Communicating clearly and effectively with carers and clients, addressing any day to day concerns
- Forecasting any surplus or shortfall in carer availability, communicating this to relevant departments
- Seek regular feedback from carers to ensure processes are suiting their needs

### What we offer

- Work for a family-run home care specialist with over 30 years experience.
- Our staff are welcoming, friendly and enjoy their jobs which is very important to us.
- Free ample parking
- Competitive wages
- Flexible working patterns to suit you
- A position in a newly formed team that the right candidate will grasp and make their own.

Click here to apply now for a life changing opportunity!

