

Unit 3
Stourton Link
Intermezzo Drive
Leeds
LS10 1DF

Tel:
+44 (0) 113 270 4841

Email:
hr@steepergroup.com

www.steepergroup.com

Vacancy

Part Time Prosthetics Administrator

Steeper Group is a privately-owned business that was formed almost 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.

We currently have a vacancy for a motivated team player to join our company as a Prosthetic Administrator working within our prosthetics department in Harold Wood.

The successful candidate will provide face to face contact with service users and provide support to all administration functions within the Harold Wood admin team.

In this role you will be responsible for completing all invoicing and delivering of Prosthetic orders.

In addition, you will:

- Provide Face to face point of contact for service users for provision of socks and other sundries
- Provide non-face to face contact for socks and sundries, pass message to CST or Prosthetist for other requests
- Maintain optimal stock levels within the sock store
- Manage the Postal deliveries both incoming and outgoing
- Process UPS invoices and authorise them
- Manage UPS spend using Spreadsheet to track spending
- Assist with filing including uploading documents onto the Computer system
- Conform at all times with the Company's Quality policy
- Ensure that all stock is correctly booked out to a relevant job sheet, promptly and legibly and recorded on our computer system
- Update and complete Meditech Appointment information from RIO
- Complete Prosthetic invoicing, chargeable parts and deducted days
- Provide cover for all admin functions where required
- Reduce any materials wastage by good working practices
- Abide by the Company's health and safety policy, ensuring your own safety and that of your colleagues
- Identify any possible hazards to your branch manager immediately

If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV.

Unit 3
Stourton Link
Intermezzo Drive
Leeds
LS10 1DF
Tel:
+44 (0) 113 270 4841
Email:
hr@steepergroup.com

www.steepergroup.com

Vacancy

Application forms can be obtained by emailing the HR team on (hr@steepergroup.com). Alternatively visit www.rslsteeper.com/careers and download an application form from the website.

Due to the high volume of applications we anticipate we will receive for this role, in the event you have not heard from us within 14 days, we regret to inform you that you have been unsuccessful in your application.

Strictly no agencies

The closing date for applications is 23rd April 2018



Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.