

Job Description

Name: TBA	Date: 23rd February 2017
Job title: Seating Administrator	Location: Leeds
Reporting to: Office Supervisor	Line reports: N/A

Job Purpose/Scope:

To provide a full administrative function to the Special Seating Department located in Leeds & support the wider Clinical Services Administration & Finance team based around the UK.

The role will require strong administrative skills including good communication, efficient processing and attention to detail. It will also require good knowledge of MS office applications (Excel, Word, and Outlook etc.). SAP R3/Business One knowledge will be advantageous.

Key Duties & Objectives:

To place and monitor purchase orders through the system, as well as processing the purchase invoices for all items required for the Special Seating division.

To reconcile purchase ledger accounts ensuring payments can be processed in a timely manner.

To ensure full payment of private patient invoicing.

To order and maintain department stationery & printing requirements.

To support the processing of sales orders within the department.

To maintain an efficient and tidy filing system in relation to sales and purchase invoicing for the Clinical Service Division.

To work closely with other internal teams in relation to your role including finance, seating production/engineers and management.

To generate a variety of reports on a regular basis as directed by the Office Supervisor and Finance department.

To assist with accounts analysis work including cost centre reviews.

To professionally handle incoming telephone/email enquiries, queries and complaints from patients/customers efficiently and effectively.

To support the management of the clinical appointment system.

To manage incoming and outgoing postal services.

To assist in the general office housekeeping of the department.

To offer suggestions regarding improvement to systems or cost-saving initiatives.

To provide confidential support at all times.

To carry out any other duties reasonably falling within the purview of the post.

Working Conditions:

The job holder would be based at the Leeds Production Unit.

39 Hrs per week, 8:30 – 17:00 Mon – Thurs, 09:30 – 17:00 Fri (30min Lunch Mon – Fri.)
25 days holiday.

Other conditions as per the company HR manual.

To ensure continued personal effectiveness and to meet operational requirements, job descriptions are periodically reviewed and updated. The Company would aim to discuss and reach agreement with you regarding any changes proposed but reserves the right, following reasonable consultation, to introduce any necessary changes to maintain business effectiveness and meet operational requirements.

Signature of Job Holder:

Signature of Line Manager:

DRAFT