



Receptionist/Office Support Administrator

Location: Kidderminster Head Office

Job type: Administration

Salary: negotiable depending upon experience

Ref: ROS0119

Hours: 37.5 hours per week - Temp to Perm

Avensys UK Ltd offer bio-medical equipment engineering service solutions, including:

- Maintenance and Repair: bio-medical, dental and endoscopy equipment
- Resale: ethical resale service for surplus equipment, plus sale of new and reconditioned medical equipment
- Training: bio-medical equipment training

This position encompasses both roles of Receptionist and Office Support Administrator. It is a temporary to permanent position reporting to the Office Administration Manager.

Job responsibilities, include but are not limited to:

Receptionist:

- Located at the reception desk for an agreed proportion of the day or when cover is required, you will welcome all visitors to Avensys UK Ltd Head Office
- Responsible for filtering all telephone calls through to the relevant departments. You will also prepare the meeting room as and when required for meetings and visitors

Office Support Administrator:

- Update our in-house database with information when a service visit has been undertaken by an engineer. This includes accurately recording data; job card number, date, engineer, name of hospital, test kit used, manufacturer information, asset & serial numbers and other information detailed
- Producing post maintenance reports for Account Managers
- Inputting data daily onto open and closed job spreadsheets
- Ensuring closed job cards are checked and filed by 4pm each day
- Filing and scanning to include uploading of service reports and beyond economic repair forms
- Inputting data of additions of new equipment and deletions of equipment onto the database
- Archiving old documents
- Creating new folders for filing
- Book accommodation for engineers
- Any other duties as directed by the Office Administration Manager which may include assisting the Account Managers

Experience and skills required:

- Attention to detail and accuracy is essential
- Prioritising workload
- Good communication skills
- Team player and being able to work alone
- Multitasking
- Knowledge of Microsoft Packages (Word, Excel, PowerPoint)



Closing Date: 11 January 2019

We are committed to ISO 9001:2008 QMS and ISO 13485:2003 (2012) standards.

To apply please email your CV and covering letter to the HR Team at: hrteam@avensysmedical.co.uk

Due to the popularity of some positions, we reserve the right to close the vacancy early on receipt of sufficient applicants.