



## Temporary Receptionist/Office Support Administrator

**Location:** Kidderminster Head Office

**Job type:** Administration

**Salary:** negotiable depending upon experience

**Ref:** ROS0419

**Hours:** 37.5 hours per week

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 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:** 23 May 2019

We are committed to ISO 9001:2015 QMS and ISO 13485:2016 standards.

To apply please complete the application by clicking on the below link: -

[Avensys Careers - Temporary Receptionist/Office Support](#)

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