

Job Description

Office Administrator



Introduction

SEERS Medical Ltd is the leading UK manufacturer of Medical Couches, Patient Trolleys and Ergonomic Seating. Products are designed, manufactured and dispatched from our headquarters in Debenham, Suffolk.

Responsibilities

SEERS are looking to recruit an Office Administrator to assist with our busy Sales and Logistics office:

- Answering the telephone and dealing with customer enquiries. After training this may lead to speaking to customers on the telephone about **SEERS** products and preparing quotations using IT software provided.
- Data & order entry: processing sales orders on SAGE 200, carrying out customer amendments, enquiries where necessary and processing the corresponding paperwork for the Production department to commence manufacture.
- Assisting with dispatch of orders and arranging courier collections.
- Assisting with Logistics department – emails and telephone calls.
- Using email to communicate with customers/suppliers/staff of SEERS Medical
- Using Microsoft Office applications such as Word and Excel to produce company documents
- Updating customer records and creating new customer accounts using SAGE 200
- Any other office duties, as required. This may include photocopying, faxing and using the franking machine to prepare letters and parcels and providing refreshments for visitors

Experience & Attributes

The successful candidate will have at least 2 years' experience of working in a busy office environment with strong administrative and communication skills. Good IT skills, particularly Microsoft Word and Excel, are essential. Experience of using Sage 200 is desirable.

The candidate needs to be able to communicate clearly and precisely, as well as have a 'can-do', "nothing is too much trouble" attitude to assist our customers' needs.

SEERS MEDICAL LTD, Kenton Road, Debenham, Suffolk, IP14 6LA, United Kingdom

✉ info@seersmedical.com 🌐 www.seersmedical.com

☎ +44 (0) 1728 861 590 📠 +44 (0) 1728 861 868

Company Reg. No. 6572698 VAT No. GB 931 596 702



Job Description

Office Administrator



Job Type & Salary

This is a full-time permanent position, based on 40 hours per week, 8.30am- 5:00pm, Monday to Friday.

Applicants must be able to travel reliably daily to the office.

Salary of £18,000 to £22,000 per year.

To Apply

Telephone: +44 (0) 1728 861 590
Email: careers@seersmedical.com

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