



LOGISTICS ADMINISTRATOR

We are a manufacturer of orthopedic components and materials manufactured to high specifications for the medical industry. Our main focus is to supplying high quality medical products to exacting customer and international specifications, supported by our Technical Department which is capable of testing polymeric materials to the highest standards. In order to support continued business growth we require an enthusiastic individual to join our business to work within our Logistics Department.

KEY ACCOUNTABLE AREAS:

- File data and perform other departmental administrative tasks as request
- Communicate and liaise verbally and in writing between internal and external customers
- Interpret and respond clearly and effectively to verbal and written requests/instructions
- Establish and maintain effective working relationships with fellow employees
- Communicate and provide information by relevant methods internally and externally to assist and enable organisational operations
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures
- Adhere to stated policies and procedures relating to health and safety and quality management
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility
- To ensure a professional and efficient level of service is provided to all customers
- Providing a professional, efficient administration service to all other departments

THIS EXCITING POSITION REQUIRES A PERSON WHO IS:

- Methodical and meticulous in approach
- An effective communicator and a good team player
- Conscientious and has a self-disciplined approach
- Motivated and flexible in their approach
- Ability to self-manage as well as working as part of a team
- Excellent time management and multi tasking skills
- Capable of producing high quality written material by hand
- Computer literate

REQUIRED QUALIFICATIONS:

- NVQ levels 2 and 3 in Administrator or equivalent qualifications/working towards
- Previous experience working in an administrative or similar role

HOURS OF EMPLOYMENT

- Monday to Thursday 08.30 – 17.00, Friday 08.30-13.30 (35 hour working week), which includes breaks.
- Duties and hours may vary dependent upon workload

Please forward your CV & salary expectations to Tandy Kehoe, HR Business Partner by email:
kehoe@orthoplastics.com

Agency CV's Are Not Being Accepted For This Position