

Unit 3  
Stourton Link  
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[www.steepergroup.com](http://www.steepergroup.com)

# Vacancy

## Administrator

Steeper Group is a privately-owned business that was formed almost 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

**Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.**

We currently have a vacancy for a motivated team player to join our company as an Administrator working within our Portsmouth branch.

The successful candidate will be responsible for providing a face to face contact with service users, and to provide support to all administration functions within the Portsmouth admin team.

### **Duties/ Responsibilities:**

In this role you will support the administration team with their day to day workload including, Data input, dealing with phone calls, stock control support, scanning and booking appointments.

In addition, you will:

- Raise and issue restock Departments in QAH from the Oceano system.
  - Process the restock orders from the back-order report for St. Mary's and other sites.
  - Ensure all paperwork recorded and processed through Steeper Systems in accordance with set procedures
  - Take ownership of the deceased archive file
  - Keep all patient details up to date on Meditech
  - Undertake stock take on site and off site when required
  - Support clinical staff when required (e.g. Chaperoning)
  - Assist with the VPP applications and supporting paperwork
  - Take minutes in meetings
  - Maintain MPK documentation
  - Post out goods
  - Issue stock cupboard sheet
  - Run and maintain reports from Meditech (e.g. PPM, No notes check)
  - Cover stores administrator when required
  - Cover Reception and front office duties when required
  - Any other administrative duties as directed
- The list above is not exhaustive.

You will need excellent attention to detail, knowledge of Microsoft office both excel and word and have a willingness to get involved in various roles around a busy office.

Due to new legislation and the patient facing nature of the role, the successful candidate will therefore be required to be fully vaccinated (COVID-19) by 31st March 2022.

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If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV. Application forms can be obtained by emailing the HR team on (hr@steepergroup.com). Alternatively visit <https://www.steepergroup.com/about-steeper/our-people/careers/> and download an application form from the website.

Due to the high volume of applications we anticipate we will receive for this role, in the event you have not heard from us within 14 days, we regret to inform you that you have been unsuccessful in your application.



Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.