

Procurement Assistant

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 a Procurement Assistant working within our Head Office.

Duties/ Responsibilities:

In this role you will:

- Assist within the department responding to e-mails, answering calls, data entry and placing purchase orders.
 - As required assist within other Operations functions e.g., Customer Services, Costings with general administration duties
 - Ensure procedures are adhered to including health and safety, PPE requirements, QA/QC requirements
 - Reading and responding to e-mails from internal departments and suppliers
 - Data entry: processing of orders from customers
 - Processing Returns from clinics.
 - Processing .01p orders.
 - Answering of phones
 - Responding to queries
 - Documentation management by means of filing and digitalizing.
 - Other duties as required
 - Be customer focused and provide an excellent service to all stakeholders
 - Demonstrate strong teamworking skills
- The list above is not exhaustive.

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 www.steepergroup.com/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.